

**CITY OF BAYPORT
CITY COUNCIL MEETING
Council Chambers, 294 North 3rd Street
May 7, 2012**

REGULAR MEETING

6:00 P.M.

CALL TO ORDER

ROLL CALL (St. Ores, Carlson, Goldston, Hanson, Ostertag)

APPROVAL OF AGENDA

PROCLAMATIONS, COMMENDATIONS, PETITIONS, ANNOUNCEMENTS

1. April recycling award recipient is Melissa Stabnow who will receive \$30.00 for her recycling efforts, with funding made possible by a grant from Washington County
2. Recognition of Jeff Hafeman on his retirement from the Bayport Fire Department
3. Notice of fire hydrant flushing scheduled for May 8 - May 16, 2012
4. Notice of city education and maintenance program to increase sidewalk and street intersection safety

OPEN FORUM

TAB #

The open forum is a portion of the meeting to address the City Council on subjects that are not a part of the meeting agenda. The City Council may take action or reply at the time of the statement or may give direction to staff regarding investigation of the concerns expressed. *A total of 15 minutes is allotted for the public comment period (not 15 minutes per person).*

1. Presentation of Girl Scout improvement project at Camp Sagata and Lakeside Park 1
- 2.

CONSENT AGENDA

Consider a resolution adopting items 1 through 15

1. April 2, 2012 City Council regular meeting minutes 2
2. April 16, 2012 City Council workshop minutes 3
3. April payables and receipts (*check numbers to be given at meeting*) 4
4. April building, plumbing and mechanical permits report 5
5. Temporary on-sale liquor license request from Bayport Marina for event on May 19, 2012 6
6. Joint Powers Agreement with Bureau of Criminal Apprehension 7
7. Amendments to the fire service contract with the City of Oak Park Heights 8
8. Vending services agreement with Bayport Fire Relief Association for Lakeside Park 9
9. Special Event Application from Make-A-Wish Foundation for swim event at Lakeside Park on Sunday, August 26, 2012 10
10. Special Event Application from Olivier Vrambout for timed trial bicycle race on Saturday, June 23, 2012 11
11. Donation of park bench in Lakeside Park in memory of Barbara Groth 12
12. Special event application for a wedding at Barker's Alps Park on Saturday, July 28, 2012 13
13. Special event application from the BCAL for an ice cream social at Lakeside Park on Wednesday, June 13, 2012 14
14. Appointment of Mike Galowitz as the Assistant Chief for the Bayport Fire Department 15

TAB #

15. Donation of \$250.00 from Olivier Vrambout to purchase a bike rack for Perro Creek Park none

SWEARING IN OF ASSISTANT FIRE CHIEF

PUBLIC HEARING S

PRESENTATION OF THE 2011 AUDIT 16

SPECIAL PRESENTATION ON PROPOSED ST. CROIX RIVER CROSSING BRIDGE

COUNCIL LIAISON REPORTS

UNFINISHED BUSINESS

NEW BUSINESS

1. Consider bids and awarding the 2012 Sealcoat Improvement Project 17
2. Consider authorization to publish a resolution to revert the city with title to apparent abandoned plots in Hazelwood Cemetery 18
3. Consider completing a Source Water Study for the city's water supply system with funding from a Source Water Protection Competitive Grant from the Minnesota Department of Health 19
4. Consider a request to distribute the city's Consumer Confidence Drinking Water Report by mail to city water customers 20

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

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ADJOURNMENT

RESOLUTION NO. 12-

**EXTRACT OF THE CITY COUNCIL MEETING MINUTES OF THE CITY OF BAYPORT,
WASHINGTON COUNTY, MINNESOTA HELD MAY 7, 2012**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 7th day of May 2012, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-15 FROM THE
MAY 7, 2012 CITY COUNCIL AGENDA**

1. April 2, 2012 City Council regular meeting minutes
2. April 16, 2012 City Council workshop minutes
3. April payables and receipts (*check numbers to be given at meeting*)
4. April building, plumbing and mechanical permits report
5. Temporary on-sale liquor license request from Bayport Marina for event on May 19, 2012
6. Joint Powers Agreement with Bureau of Criminal Apprehension
7. Amendments to the fire service contract with the City of Oak Park Heights
8. Vending services agreement with Bayport Fire Relief Association for Lakeside Park
9. Special Event Application from Make-A-Wish Foundation for swim event at Lakeside Park on Sunday, August 26, 2012
10. Special Event Application from Olivier Vrambout for timed trial bicycle race on Saturday, June 23, 2012
11. Donation of park bench in Lakeside Park in memory of Barbara Groth
12. Special event application for a wedding at Barker's Alps Park on Saturday, July 28, 2012
13. Special event application from the BCAL for an ice cream social at Lakeside Park on Wednesday, June 13, 2012
14. Appointment of Mike Galowitz as the Assistant Chief for the Bayport Fire Department
15. Donation of \$250.00 from Olivier Vrambout to purchase a bike rack for Perro Creek Park

The motion for adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores –	Michele Hanson –
Connie Carlson –	Mark Ostertag –
Dan Goldston –	

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 7th day of May 2012.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: April 30, 2012

To: Kelli Murray, Girl Scout Troop Coordinator

From: Mitchell Berg, City Administrator
Mel Horak, Public Works Supervisor
Sara Taylor, Assistant City Administrator

Subject: Girl Scout improvement project at Camp Sagata and Lakeside Park

Per staff's discussion with you on Monday, April 30, 2012, the following is a summary of activities and responsibilities for the proposed improvement project, including painting of the Lakeside Park picnic shelter #1, tree plantings, and grounds work at Camp Sagata to be completed on Saturday, May 5, 2012 at 10:00 a.m.:

Kelli Murray / Girl Scout Activities and Responsibilities

- Draft and supply a landscape plan to the city by Wednesday, May 2 that details locations of all trees and plantings
- Supply all hand tools, gloves, and labor for proposed improvements
- Supply and install all landscaping materials for grounds improvements around building, including rock, plantings, edging, etc.
- Stake the exact location of where the 10 trees are to be planted
- Accompany Mel Horak to select necessary paint and supplies for picnic shelter
- Finish tree planting, including final backfill, watering, and mulching
- Present overview of project to City Council on Monday, May 7 at 6:00 p.m.

Mel Horak / City Public Works Activities and Responsibilities

- Purchase and deliver 10 trees to site (city to pay for 6 trees; Girl Scouts to pay for 4 trees)
- Dig, prepare holes, and plant trees
- Provide soil and mulch for trees
- Purchase paint and supplies for picnic shelter
- Supervise overall improvements on day of event

**CITY OF BAYPORT
CITY COUNCIL MEETING MINUTES
COUNCIL CHAMBERS**

**APRIL 2, 2012
6:00 P.M.**

CALL TO ORDER

Pursuant to due call and notice, Mayor St. Ores called the regular City Council meeting of April 2, 2012 to order at 6:00 p.m., and asked Councilmembers, staff and the audience to join in pledging allegiance to the American Flag.

ROLL CALL

Members Present: Mayor Susan St. Ores, Councilmembers Connie Carlson, Dan Goldston, Michele Hanson and Mark Ostertag

Members Absent: None

Others Present: Administrator Mitch Berg, Police Chief Laura Eastman, Public Works Supervisor Mel Horak, Engineer Barry Peters, Assistant Administrator/Planner Sara Taylor, and Attorney Andy Pratt

APPROVAL OF AGENDA

It was moved by Councilmember Ostertag and seconded by Councilmember Carlson to approve the April 2, 2012 City Council agenda as presented. Motion carried 5-0.

PROCLAMATIONS/COMMENDATIONS/PETITIONS/ANNOUNCEMENTS

1. The March recycling award recipient is Suzanne Evans who will receive \$30.00 for her recycling efforts, with funding made possible by a grant from Washington County.

OPEN FORUM

Request from youth group "Roots and Shoots" for a habitat garden in Barker's Alps Park: Maggie Kjeer and Paavo Downing, youth representatives from the local Roots and Shoots group, which is part of the Jane Goodall Institute, addressed the City Council to request permission to build a self-maintaining frog pond and attached butterfly garden in Barker's Alps. The group has raised money to fund this environmental effort and would like to build it on Earth Day, April 28, 2012. They would also like to install a sign and donation box in the area. Administrator Berg stated the project would fit with the overall park plan, and the general consensus of the City Council was to direct staff to work with the group to complete the project.

Donation request from Youth Service Bureau for 2012-2013: Mary Planten-Krell, Executive Director Of the Youth Service Bureau (YSB), summarized the purpose and services of the YSB, and requested continued financial support from the city. YSB requested an annual donation of \$1,300.00 for both 2012 and 2013, utilizing a purchase of service agreement between the City of Bayport and YSB.

Donation request from Community Thread for 2012-2013: Valerie Jones, Community Thread representative, reviewed the organization's mission and how funding support for the Bayport Senior Center impacts the lives of area residents, including building improvements to the Bayport American Legion where the senior center is located. Community Thread requested an annual donation of \$1,500.00 for both 2012 and 2013.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to add consideration of the donation requests from Youth Service Bureau and Community Thread as item 6 of new business. Motion carried 5-0.

SPECIAL PRESENTATION ON COMMUNITY SYMPOSIUM

Todd Streeter, Executive Director of the Greater Stillwater Chamber of Commerce, reviewed the Community Symposium initiative and summarized the concepts that emerged from the nine Town Hall sessions and website input. Opportunities for the six concepts of increased communication, celebrate culture and arts, community transportation, economic redevelopment, increased access, and community amenities were discussed.

CONSENT AGENDA

Mayor St. Ores read items 1-16 on the consent agenda.

1. March 5, 2012 City Council regular meeting minutes
2. March payables and receipts (*check numbers 1134293-1134385*)
3. March building, plumbing and mechanical permits report
4. Special event application from the Bayport American Legion for the Memorial Day Parade on May 28, 2012
5. Special event application from Anderson Race Management for relay event on August 18, 2012 at Perro Park
6. Special event application from BCAL for Farmer's Market on July 9 -October 15, 2012 at Perro Park
7. Special event application from BCAL for Dane's Place fundraiser on June 30, 2012 at Village Green Park
8. Temporary on-sale liquor license from BCAL for Dane's Place fundraiser
9. Lawful gambling bingo application from BCAL for Dane's Place fundraiser
10. Hiring of Jered Deal as a part-time police officer and PERA declaration (*Resolution 12-06A*)
11. Hiring of Aaron Slinger as a part-time police officer and PERA declaration (*Resolution 12-06B*)
12. Special event application from Andersen Corporation for a picnic on Saturday, August 11, 2012 at Lakeside Park
13. Purchase of attachments for the Public Works Department Toolcat utility machine
14. Pending renewal of the boat trailer parking agreement with Andersen Corporation
15. Special event application from Girl Scout Troop 53091 to collect donations for the Humane Society at Village Green Park on April 14, 2012
16. Final payment request for cleaning and television inspection of city's sanitary sewer

Regarding item 14, Administrator Berg indicated he has confirmation from Andersen Corporation that they will continue the boat trailer parking agreement in 2012. City staff will work with Andersen Corporation to finalize the agreement by May 1, 2012.

Councilmember Hanson introduced the following resolution and moved its adoption:

Resolution 12-06

RESOLUTION APPROVING CONSENT AGENDA ITEMS 1-16 FROM THE APRIL 2, 2012 CITY COUNCIL AGENDA

The motion for adopting the foregoing resolution was duly seconded by Councilmember Goldston and upon roll call being taken, the following voted via voice:

Susan St. Ores – aye	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

SWEARING IN OF POLICE OFFICER JERED DEAL

Mayor St. Ores administered the oath of office to Jered Deal, the city's new part-time police officer.

SWEARING IN OF POLICE OFFICER AARON SLINGER

Mayor St. Ores administered the oath of office to Aaron Slinger, the city's new part-time police officer.

Officers Deal and Slinger were welcomed to the City of Bayport.

PUBLIC HEARINGS - None

COUNCIL LIAISON REPORTS

Councilmember Hanson reported on the Planning Commission action of March 19, 2012. Jeff Richtman was sworn in as a new member, David Levy was elected chairperson, and Joe Ritzer was elected vice chairperson. The Planning Commission recommended the City Council approve proposed amendments to the city's zoning ordinance related to variances to comply with new state legislation.

Mayor St. Ores attended the Middle St. Croix Watershed Management Organization (MSCWMO) meeting of March 8, 2012. She stated the MSCWMO is partnering with the Washington Conservation District on a Perro Creek Corridor Cleanup Event scheduled for April 10 and 11, 2012, from 3:00-7:00 p.m. Participants will meet at the Perro Park warming house, and residents were encouraged to call City Hall for more information or to participate. The next meeting of the MSCWMO is scheduled for Thursday, April 5, 2012, 7:00 p.m., at the Valley Ridge Mall.

Councilmember Carlson stated the March 22, 2012 meeting of the Bayport Library Board was postponed until Thursday, April 5, 2012. The meeting will be held at the library, beginning at 6:00 p.m., and is open to the public.

UNFINISHED BUSINESS

Consider approving bid specifications and authorizing the advertisement of bids, and expending additional funds for the 2012 Sealcoating Improvement Project: Engineer Peters reported the bidding documents for the sealcoating project have been completed and a map of the project area was distributed. The project encompasses the southwest quadrant of the city, which includes the streets west of Highway 95 and south of 2nd Avenue North. The engineer's estimated cost to complete all of the streets in the quadrant is \$59,000.00, which exceeds the \$40,000.00 budgeted for the project. Staff reported there are funds to cover the balance without an increase in the budget, and the city anticipates receiving favorable bids by advertising jointly with a similar sized project in the City of Lake St. Croix Beach. Staff recommended approval of the plans and specifications and authorization to advertise for bids. The City Council would consider awarding the project at the May 7, 2012 meeting. Mayor St. Ores noted the city did not complete a sealcoating project last year, due to state aid concerns, and the proposed project would get the city back on track with its preventative street maintenance program.

It was moved by Councilmember Hanson and seconded by Councilmember Ostertag to approve the plans and specifications for the 2012 Sealcoat Improvement Project and authorize the advertisement of bids. Motion carried 5-0.

NEW BUSINESS

Consider appointing John Miller to fill the vacant full-time police officer position: Administrator Berg stated he is recommending the appointment of John Miller to fill the vacant full-time police officer position created by the resignation of Officer Dave Wynia.

It was moved by Councilmember Carlson and seconded by Councilmember Goldston to appoint John Miller to fill the vacant full-time police officer position, effective April 1, 2012.

Consider amendments to Appendix B – Zoning of the Bayport City Code of Ordinances related to variances: Assistant Administrator/Planner Taylor reviewed changes in state law related to land use variance language and stated municipalities are required to update their zoning ordinance to reflect the new language. The new law requires cities to use the practical difficulties standard and criteria when evaluating variance applications rather than the previous undue hardship standard. The proposed amendments to the city’s zoning ordinance were reviewed. Planner Taylor noted the Planning Commission voted to recommend approval of the amendments at their March 19, 2012 meeting, and that the proposed amendments have been reviewed and approved by the city attorney. Councilmembers noted the new language allows cities more flexibility when considering variance requests, and Planner Taylor clarified that the City Council would serve as the board of adjustments and appeals when reviewing variances.

Councilmember Ostertag introduced the following ordinance and moved its adoption:

ORDINANCE #831

**AN ORDINANCE OF THE CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA,
AMENDING APPENDIX B – ZONING OF THE BAYPORT CODE OF ORDINANCES,
RELATED TO VARIANCES**

The motion for adopting the foregoing ordinance was duly seconded by Councilmember Carlson and upon roll call being taken, the following voted via voice:

Susan St. Ores – aye	Michele Hanson – aye
Connie Carlson – aye	Mark Ostertag – aye
Dan Goldston – aye	

Consider implementing a credit card payment system for city services: Administrator Berg reviewed a proposal to contract with Payment Service Network, Inc., to provide a credit card payment option to residents for city services. Customers would be able to pay with a Discover, MasterCard or Visa credit card via an online link on the city’s website or by telephone. He noted the service would interface with the city’s utility billing software and customers would have the option of tracking their utility usage for the past 24 months. Administrator Berg noted the service agreement would also include library payments, and the setup and annual transaction fees cover both City Hall and the library.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to enter into a service agreement with Payment Services Network, Inc., for credit card processing services. Motion carried 5-0.

Support for a legislative bill to help the City of Oak Park Heights secure state aid for the proposed St. Croix River Crossing Bridge: Administrator Berg reviewed the financial challenges faced by the City of Oak Park Heights related to the new St. Croix River Crossing Bridge and asked for City Council support of State of Minnesota H.F. No. 2868 to help the City of Oak Park Heights secure state aid for the proposed St. Croix River Crossing Bridge.

It was moved by Councilmember Hanson and seconded by Councilmember Carlson to support a legislative bill to help the City of Oak Park Heights secure state aid for the proposed St. Croix River Crossing Bridge. Motion carried 5-0.

Consider a donation request for the Bayport Memorial Day Parade in the amount of \$300.00:

Administrator Berg reviewed the Bayport American Legion's annual request for a \$300.00 donation to help with the expense of the Memorial Day Parade, noting the city has provided financial assistance for many years. Staff recommended approval of the donation request, noting there is \$3,000.00 in the city budget for donation requests. It was noted the city also provides substantial in-kind police and public work assistance for the parade, with police assistance estimated at \$600.00-\$700.00.

It was moved by Councilmember Carlson and seconded by Councilmember Hanson to donate \$300.00 to the Bayport American Legion Post #491 for financial assistance for the Memorial Day Parade. Motion carried 5-0.

Consider donation requests from the Youth Service Bureau and Community Thread for 2012 and 2013:

The Youth Service Bureau (YSB) requested an annual donation of \$1,300.00, and Community Thread requested an annual donation of \$1,500.00 for 2012-2013. Discussion centered on the value of services provided by both organizations and a desire to approve their entire funding requests; however this would exceed the \$3,000.00 donation budget by \$100.00. Administrator Berg noted the city has contingency funds that could be used to cover unbudgeted donation funding. Mayor St. Ores suggested adding a separate contract for service line item for the YSB in future budgets, since their activities are an extension of the city's preventative police department programs.

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to approve a \$1,500.00 donation to Community Thread for 2012 and 2013, and a \$1,300.00 donation to the Youth Service Bureau for 2012 and 2013. Motion carried 5-0.

CITY COUNCIL ITEMS AND ANNOUNCEMENTS

1. Councilmember Ostertag recognized Police Officer Dave Wynia's service to the City of Bayport and wished him well with his new duties with the City of Oak Park Heights.
2. Councilmember Carlson reminded residents of the Easter Egg Hunt at Barker's Alps on Saturday, April 7, 2012, beginning at 10:00 a.m. The event is organized by the Bayport Community Action League.
3. Mayor St. Ores attended the recent press conference in Stillwater where Minnesota Governor Dayton and Wisconsin Governor Walker recognized President Obama's signing of legislation approving the St. Croix River Crossing Bridge.
4. Mayor St. Ores attended the March Lower St. Croix Alliance meeting where it was announced that Washington County would be holding a prescription drug recycling event on April 28, 2012. The county plans on having a year-round disposal site at the Law Enforcement Center for Washington County residents to dispose of unused/expired medications. Information and/or a link to a presentation on the I-94 Gateway Corridor study will be made available to residents.
5. Mayor St. Ores will be attending a city-school district collaboration meeting on April 28, 2012.

CITY ADMINISTRATOR ITEMS AND ANNOUNCEMENTS

- Administrator Berg announced there will be open house events on the I-94 Gateway Corridor study on April 4, 2012, 5:00-7:00 p.m., at the St. Croix Government Center, and April 5, 2012, 5:00-7:00 p.m., at Woodbury City Hall. The study explored transit options for the corridor between St. Paul-Minneapolis and Eau Claire, Wisconsin.
- A reminder was provided for the April 16, 2012 City Council workshop that will focus on the city's water and sewer departments, as well as capital improvements to wellhead #3.

- Permits have been filed with the United States Fish and Wildlife Services and the National Park Service for installation of a boarding dock at the public boat launch, and responses are expected in time for discussion at the May City Council meeting. It was also noted the city will be doing some maintenance on the existing launch in the next month.

ADJOURNMENT

It was moved by Councilmember Hanson and seconded by Councilmember Goldston to adjourn the meeting at 7:34 p.m. Motion carried 5-0.

City Administrator/Clerk

**CITY OF BAYPORT
CITY COUNCIL WORKSHOP MEETING MINUTES
COUNCIL CHAMBERS
April 16, 2012
4:30 P.M.**

CALL TO ORDER

The meeting was called to order by Mayor St. Ores.

ROLL CALL

Members Present: Mayor St. Ores, Councilmembers Carlson, Hanson, Goldston, and Ostertag

Staff Present: Administrator Berg, Assistant Administrator/City Planner Taylor, Public Works Supervisor Horak, Engineer Peters

Agencies Present: Christopher Larson – SEH, Gerald Stahnlo – MPCA, Kurt Schroeder – MPCA, Lucas Martin – MDH, Karla Peterson – MDH, Ginny Yingling – MDH, Dave Schultz – MDH, and Leah Evison – EPA

OVERVIEW OF THE CITY'S WATER DEPARTMENT AND AIR STRIPPER FACILITY

Administrator Berg gave a brief overview of the water department, noting that it maintains approximately 18 miles of water mains within Bayport and Baytown Township. The water department also maintains three wells, a water storage tank, a water reservoir, a water booster station, and an air stripper facility to remove trichloroethylene (TCE) from well #2, which was implemented in 2007 after the contaminant was detected in the city's water. Public Works Supervisor Horak commented on the operation and effectiveness of the air stripper and noted the facility featured great design and was very low maintenance. It was also noted that the city has a fourth well (#1), located near Lakeside Park, which has been abandoned.

CONSUMER CONFIDENCE DRINKING WATER REPORT

Administrator Berg explained that the Minnesota Department of Health (MDH) provides all municipal water supply systems with a water quality report on an annual basis, which is required to be published in the city's official newspaper or mailed to all city residents. He reviewed the 2011 report, which indicated that no contaminants were found in the city's water that violated federal drinking water standards. It was also noted that no TCE was detected in the city's water supply treated by the air stripper facility, but that TCE levels had been rising, particularly in well #3 and #4. Questions and discussion followed on the source and anticipated longevity of the TCE contaminant and the potential for MDH to decrease the Maximum Contaminant Level (MCL) goal for TCE and other contaminants in the near future. Ginny Yingling of MDH offered to assist the city by attending public meetings and/or fielding questions related to TCE, as needed.

CAPITAL IMPROVEMENTS TO WELL #3 AND SOURCE WATER PROTECTION GRANT

Administrator Berg noted several inefficiencies of well #3, primarily due to age. He also noted that recent water and monitoring reports have indicated a rise in TCE levels in well #3, and an engineering feasibility study would help to address these issues. Administrator Berg mentioned that the well was in need of rehab due to age of the equipment. The City Council stated that as a component of the study,

the engineer should explore alternatives to rehabbing the existing well, i.e. exploring the possibility of abandoning well #3 altogether or retrofitting the well with a filter treatment system in its existing location. It was noted that the city has allocated \$100,000.00 in the city's 2011 and 2012 Capital Improvement Plan for improvements to well #3 and has secured a Source Water Protection Plan Matching Grant from MDH for \$10,000.00, to develop a feasibility study and action plan to address the TCE in well #3 and #4.

OAK PARK HEIGHTS MUNICIPAL WATER EXTENSION STUDY TO THE STILLWATER CORRECTIONAL FACILITY

Administrator Berg noted that the City of Oak Park Heights recently initiated discussions with the Minnesota Department of Corrections (DOC) to extend their municipal water supply to the facility in Bayport as an alternative to rehabbing the facility's existing private system. The facility currently operates two wells, a treatment facility, and an elevated water storage tank. However, the infrastructure is in need of significant repair and therefore the DOC is seeking a \$3.391 million bonding request to complete the necessary improvements. Administrator Berg mentioned that Bayport proposed to extend municipal water to the facility in 2004, but due to a number of factors, including cost, the prison decided against pursuing this partnership. Oak Park Heights is in the process of conducting a feasibility study to examine the proposed extension.

ADJOURNMENT

Mayor St. Ores adjourned the workshop at 6:07 p.m.

CITY OF BAYPORT

*Budget Control Summary

Current Period: APRIL 2012



Account Descr	APRIL 2012 Budget	APRIL 2012 Actuals	APRIL 2012 Variance	APRIL 2012 %	2012 Cumulative Budget	2012 Cumulative Actuals	2012 Cumulative Variance	2012 %
ND 101 GENERAL								
Revenue Accounts								
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$24,540.	-\$24,540.24	0.00%	\$1,643,032.30	\$61,754.22	\$1,581,278.08	96.24%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41240 RECYCLING	\$0.00	\$0.	\$0.00	0.00%	\$6,500.00	\$200.00	\$6,300.00	96.92%
DEPT 41600 CAPITAL OUTLAY	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41602 CURB & SIDEWALK PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$0.00	\$10,499.	-\$10,499.95	0.00%	\$90,750.00	\$25,612.98	\$65,137.02	71.78%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42000 PUBLIC SAFE CAPITAL OUTLA	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 42100 POLICE	\$0.00	\$3,375.	-\$3,375.37	0.00%	\$91,050.00	\$17,424.85	\$73,625.15	80.86%
DEPT 42200 FIRE PROTECTION	\$0.00	\$40,111.	-\$40,111.53	0.00%	\$309,580.90	\$171,561.81	\$138,019.09	44.58%
DEPT 43100 STREET MAINT	\$0.00	\$0.	\$0.00	0.00%	\$5,000.00	\$0.00	\$5,000.00	100.00%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$11,562.	-\$11,562.74	0.00%	\$0.00	\$12,448.24	-\$12,448.24	0.00%
DEPT 43200 PARKS	\$0.00	\$1,819.	-\$1,819.00	0.00%	\$27,500.00	\$3,497.00	\$24,003.00	87.28%
DEPT 43300 CEMETERY	\$0.00	\$700.	-\$700.00	0.00%	\$5,500.00	\$1,900.00	\$3,600.00	65.45%
DEPT 44100 PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
Total Revenue Accounts	\$0.00	\$92,608.83	-\$92,608.83	0.00%	\$2,178,913.20	\$294,399.10	\$1,884,514.10	86.49%
Expenditure Accounts								
DEPT 00000 GENERAL GOVERNMENT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41100 ELECTIONS	\$0.00	\$0.	\$0.00	0.00%	\$4,670.00	\$470.00	\$4,200.00	89.94%
DEPT 41200 MAYOR & COUNCIL	\$0.00	\$12,510.	-\$12,510.00	0.00%	\$136,401.10	\$46,246.66	\$90,154.44	66.10%
DEPT 41240 RECYCLING	\$0.00	\$313.	-\$313.42	0.00%	\$6,752.94	\$1,190.51	\$5,562.43	82.37%
DEPT 41400 ADMINISTRATION	\$0.00	\$10,667.	-\$10,667.12	0.00%	\$157,155.79	\$42,544.80	\$114,610.99	72.93%
DEPT 41601 ALLEY PAVING PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41603 SO MN STREET UTILITY PROJE	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41605 INFLOW/INFILTRATION	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41607 2011 STREET PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41900 CAPITAL IMPROVEMENTS	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41903 DEBT SERVICE	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$0.00	\$0.00	0.00%
DEPT 41910 PLANNING & ZONING	\$0.00	\$16,861.	-\$16,861.61	0.00%	\$222,683.69	\$62,785.76	\$159,897.93	71.80%
DEPT 41940 MUNICIPAL BUILDINGS	\$0.00	\$3,600.	-\$3,600.80	0.00%	\$112,293.80	\$16,755.91	\$95,537.89	85.08%
DEPT 42100 POLICE	\$0.00	\$59,974.	-\$59,974.25	0.00%	\$717,706.41	\$213,416.39	\$504,290.02	70.26%
DEPT 42200 FIRE PROTECTION	\$0.00	\$37,282.	-\$37,282.65	0.00%	\$419,466.29	\$95,673.41	\$323,792.88	77.19%
DEPT 43100 STREET MAINT	\$0.00	\$20,135.	-\$20,135.22	0.00%	\$428,533.52	\$63,800.36	\$364,733.16	85.11%
DEPT 43130 STREET - FLOOD PREPARATIO	\$0.00	\$0.	\$0.00	0.00%	\$0.00	\$7,270.00	-\$7,270.00	0.00%
DEPT 43160 STREET LIGHTING	\$0.00	\$2,825.	-\$2,825.12	0.00%	\$27,500.00	\$13,779.92	\$13,720.08	49.89%
DEPT 43200 PARKS	\$0.00	\$5,949.	-\$5,949.14	0.00%	\$63,699.47	\$14,726.51	\$48,972.96	76.88%
DEPT 43300 CEMETERY	\$0.00	\$443.	-\$443.14	0.00%	\$37,250.00	\$936.64	\$36,313.36	97.49%
DEPT 44100 PROJECT	\$0.00	\$0.	\$0.00	0.00%	\$50,000.00	\$0.00	\$50,000.00	100.00%
Total Expenditure Accounts	\$0.00	\$170,562.47	-\$170,562.47	0.00%	\$2,384,113.01	\$579,596.87	\$1,804,516.14	75.69%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

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APRIL 2012

	2012 YTD Budget	APRIL MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
FUND 101 GENERAL					
Revenue	\$2,178,913.20	\$92,608.83	\$294,399.10	\$1,884,514.10	13.51%
Expenditure	\$2,384,113.01	\$170,562.47	\$579,596.87	\$1,804,516.14	24.31%
		<u>-\$77,953.64</u>	<u>-\$285,197.77</u>		
FUND 102 STREET RECONSTRUCTION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 103 G O TIF BD FUND 1990 CAP PROJ					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 106 TIF ECON DEV DIST 2					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 107 TIF REDEVELOPMENT DISTRICT 2-1					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$17,591.47	-\$17,591.47	0.00%
		<u>\$0.00</u>	<u>-\$17,591.47</u>		
FUND 200 FIRE EQUIPMENT REPLACEMENT FUN					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 201 D.A.R.E.					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 202 DRUG FORFEITURE					
Revenue	\$0.00	\$0.00	\$637.97	-\$637.97	0.00%
Expenditure	\$0.00	\$0.00	\$177.15	-\$177.15	0.00%
		<u>\$0.00</u>	<u>\$460.82</u>		
FUND 203 PUBLIC WORKS EQUIPMENT REPL					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 204 RECREATION CAP EQUIP & MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		<u>\$0.00</u>	<u>\$0.00</u>		
FUND 205 TAX STABILIZATION FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

APRIL 2012

	2012 YTD Budget	APRIL MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 206 WATER/SEWER IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$1,375.36	\$1,712.72	-\$1,712.72	0.00%
		-\$1,375.36	-\$1,712.72		
FUND 207 PARK IMPROVEMENT FUND					
Revenue	\$0.00	\$0.00	\$2,000.00	-\$2,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$72.50	-\$72.50	0.00%
		\$0.00	\$1,927.50		
FUND 208 PRISON SEWER PROJECT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 209 DEVELOPER REIMBURSED PROJECTS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 210 K-9 UNIT					
Revenue	\$0.00	\$10.85	\$10.85	-\$10.85	0.00%
Expenditure	\$0.00	\$0.00	\$100.00	-\$100.00	0.00%
		\$10.85	-\$89.15		
FUND 211 LIBRARY					
Revenue	\$280,065.00	\$1,051.97	\$4,519.68	\$275,545.32	1.61%
Expenditure	\$280,065.00	\$21,780.09	\$76,022.07	\$204,042.93	27.14%
		-\$20,728.12	-\$71,502.39		
FUND 303 GO TIF BOND 1990 DEBT SERVICE					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$15,082.50	\$15,082.50	-\$15,082.50	0.00%
		-\$15,082.50	-\$15,082.50		
FUND 311 GO IMPROV BONDS OF 1992 DEBT S					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 412 CEMETERY CAPITAL IMPROV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 413 POLICE EQUIPMENT FUND					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT

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*Fund Summary -
Budget to Actual©

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APRIL 2012

	2012 YTD Budget	APRIL MTD Amount	2012 YTD Amount	2012 YTD Balance	2012 % YTD Budget
		\$0.00	\$0.00		
FUND 414 OFFICE AUTOMATION					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 415 MUNICIPAL BLDGS MAINT					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 416 PERRO CREEK OUTLET					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 601 WATER					
Revenue	\$296,250.00	\$197.97	\$3,689.33	\$292,560.67	1.25%
Expenditure	\$474,988.09	\$21,310.43	\$98,344.69	\$376,643.40	20.70%
		-\$21,112.46	-\$94,655.36		
FUND 602 SEWER					
Revenue	\$607,250.00	\$0.00	\$1,600.00	\$605,650.00	0.26%
Expenditure	\$719,238.93	\$44,706.29	\$181,102.97	\$538,135.96	25.18%
		-\$44,706.29	-\$179,502.97		
FUND 800 INVESTMENTS-POOLED					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 803 P & Z ESCROWS					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	-\$131.84	\$135.16	-\$135.16	0.00%
		\$131.84	-\$135.16		
FUND 851 NON EXP TRUST					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 999 ACCRUED INT PAYABLE					
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
Report Total		-\$180,815.68	-\$663,081.17		

CITY OF BAYPORT
REVENUE SUMMARY YTD THRU 04/30/2012

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FUND	FUND Descr	2012 Budget	2012 YTD Amt	2012 % of Budget	2012 % of Budget Remain
FUND 101	GENERAL	\$2,178,913.20	\$294,399.10	13.51%	86.49%
FUND 102	STREET RECONSTRUCTION	\$0.00	\$0.00	0.00%	0.00%
FUND 103	G O TIF BD FUND 1990 CAP PRO	\$0.00	\$0.00	0.00%	0.00%
FUND 106	TIF ECON DEV DIST 2	\$0.00	\$0.00	0.00%	0.00%
FUND 107	TIF REDEVELOPMENT DISTRICT	\$0.00	\$0.00	0.00%	0.00%
FUND 200	FIRE EQUIPMENT REPLACEMENT	\$0.00	\$0.00	0.00%	0.00%
FUND 202	DRUG FORFEITURE	\$0.00	\$637.97	0.00%	0.00%
FUND 203	PUBLIC WORKS EQUIPMENT REP	\$0.00	\$0.00	0.00%	0.00%
FUND 204	RECREATION CAP EQUIP & MAIN	\$0.00	\$0.00	0.00%	0.00%
FUND 205	TAX STABILIZATION FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 206	WATER/SEWER IMPROVEMENT F	\$0.00	\$0.00	0.00%	0.00%
FUND 207	PARK IMPROVEMENT FUND	\$0.00	\$2,000.00	0.00%	0.00%
FUND 208	PRISON SEWER PROJECT	\$0.00	\$0.00	0.00%	0.00%
FUND 209	DEVELOPER REIMBURSED PROJE	\$0.00	\$0.00	0.00%	0.00%
FUND 210	K-9 UNIT	\$0.00	\$10.85	0.00%	0.00%
FUND 211	LIBRARY	\$280,065.00	\$4,519.68	1.61%	98.39%
FUND 303	GO TIF BOND 1990 DEBT SERVIC	\$0.00	\$0.00	0.00%	0.00%
FUND 412	CEMETERY CAPITAL IMPROV	\$0.00	\$0.00	0.00%	0.00%
FUND 413	POLICE EQUIPMENT FUND	\$0.00	\$0.00	0.00%	0.00%
FUND 414	OFFICE AUTOMATION	\$0.00	\$0.00	0.00%	0.00%
FUND 415	MUNICIPAL BLDGS MAINT	\$0.00	\$0.00	0.00%	0.00%
FUND 416	PERRO CREEK OUTLET	\$0.00	\$0.00	0.00%	0.00%
FUND 601	WATER	\$296,250.00	\$3,689.33	1.25%	98.75%
FUND 602	SEWER	\$607,250.00	\$1,600.00	0.26%	99.74%
FUND 800	INVESTMENTS-POOLED	\$0.00	\$0.00	0.00%	0.00%
FUND 803	P & Z ESCROWS	\$0.00	\$0.00	0.00%	0.00%
FUND 851	NON EXP TRUST	\$0.00	\$0.00	0.00%	0.00%
		\$3,362,478.20	\$306,856.93	9.13%	90.87%

CITY OF BAYPORT
MONTHLY REVENUE

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Period Name: APRIL

FUND	FUND	Act	SOURCE	Tran	Amount	Comments
FU	Descr	Code	Descr	Date		
		Type				
FUND 101 GENERAL						
101	GENERA	101-00000-32100	R BUSINESS LICE	04/16/12	\$50.00	.LIQUOR - TEMP (PER DAY) Bayport Marina Ass
101	GENERA	101-00000-32204	R GAMBLING TAX	04/11/12	\$237.84	GAMBLING PROCEEDS CK # 8773
101	GENERA	101-00000-32204	R GAMBLING TAX	04/11/12	\$426.62	GAMBLING PROCEEDS CK # 8863
101	GENERA	101-00000-32260	R XCEL FRANCHIS	05/01/12	\$12,858.38	1ST QTR. 2012 FRAN FEES
101	GENERA	101-00000-34105	R USER FEES	04/28/12	\$1.00	COPIES (\$0.25/PAGE) cash
101	GENERA	101-00000-34105	R USER FEES	04/09/12	\$1.00	NOTARY-NOT CITY BUSINESS CASH - Zeuli
101	GENERA	101-00000-34105	R USER FEES	04/03/12	\$2.00	COPIES (\$0.25/PAGE) CASH - ACE Waste Mgt.
101	GENERA	101-00000-36240	R REFUNDS & REI	05/01/12	\$244.40	GOOSENECK MICROPHONES (8)
101	GENERA	101-00000-36251	R REFUND - WOR	04/17/12	\$10,719.00	REFUND - WORKERS COMP CK # 150632
101	GENERA	101-20102	G	04/18/12	\$2,365.00	SAC
101	GENERA	101-20104	G	04/11/12	\$5.50	BUILDING SURCHARGE Prime General Cotntract
101	GENERA	101-20104	G	04/24/12	\$5.00	PLUMBING SURCHARGE - COMMERCIAL CK # 6
101	GENERA	101-20104	G	04/03/12	\$5.00	MECHANICAL SURCHARGE - COMMERCIAL And
101	GENERA	101-20104	G	04/18/12	\$50.00	BUILDING SURCHARGE JG Hause Construction,
101	GENERA	101-20104	G	04/12/12	\$1.00	BUILDING SURCHARGE ck # 7849
101	GENERA	101-20104	G	04/18/12	\$11.00	BUILDING SURCHARGE Zehm Building Concept
101	GENERA	101-20104	G	04/09/12	\$5.00	PLUMBING SURCHARGE - RESIDENTIAL Brooks
101	GENERA	101-20104	G	04/23/12	\$273.10	BUILDING SURCHARGE Berwald Roofing Co., #
101	GENERA	101-20603	G	04/05/12	\$34.38	State Sales Tax
101	GENERA	101-20603	G	04/10/12	\$5.37	State Sales Tax
101	GENERA	101-20603	G	04/26/12	\$11.43	State Sales Tax
101	GENERA	101-27109	G	04/04/12	\$42.96	HEALTH PARTNERS CK # 1140065029
101	GENERA	101-27109	G	04/30/12	\$42.96	HEALTH PARTNERS CK # 1143333418
101	GENERA	101-27122	G	04/04/12	\$58.34	HEALTH SAVING ACCT. CK # 1140065029
101	GENERA	101-27122	G	04/30/12	\$58.34	HEALTH SAVING ACCT. CK # 1143333418
101	GENERA	101-41400-402	E	04/17/12	\$295.00	REFUND - CPMFEREMCES & SCHOOLS CK # 15
101	GENERA	101-41910-32100	R BUSINESS LICE	04/02/12	\$50.00	CONTRACTOR LICENSE - SPECIALTY Prairie Re
101	GENERA	101-41910-32100	R BUSINESS LICE	04/11/12	\$100.00	CONTRACTOR LICENSE - GENERAL
101	GENERA	101-41910-32100	R BUSINESS LICE	04/18/12	\$50.00	CONTRACTOR LICENSE - SPECIALTY Mark Prim
101	GENERA	101-41910-32100	R BUSINESS LICE	04/18/12	\$100.00	CONTRACTOR LICENSE - GENERAL #9368-Colli
101	GENERA	101-41910-32200	R NONBUSINESS	04/11/12	\$25.00	SIGN PERMIT - TEMPORARY People's Church,
101	GENERA	101-41910-32200	R NONBUSINESS	04/18/12	\$15.00	SPECIAL EVENT APP - NONPROFIT/PUBLIC Mak
101	GENERA	101-41910-32200	R NONBUSINESS	03/28/12	\$15.00	SPECIAL EVENT APP - NONPROFIT/PUBLIC Girl
101	GENERA	101-41910-32200	R NONBUSINESS	03/29/12	\$15.00	SPECIAL EVENT APP - NONPROFIT/PUBLIC BCA
101	GENERA	101-41910-32200	R NONBUSINESS	04/03/12	\$50.00	SPECIAL EVENT APP - PROFIT AGENCIES The B
101	GENERA	101-41910-32200	R NONBUSINESS	04/03/12	\$50.00	SPECIAL EVENT APP - PROFIT AGENCIES RACH
101	GENERA	101-41910-32200	R NONBUSINESS	04/09/12	\$25.00	SIGN PERMIT - TEMPORARY Bayport Parent Gr
101	GENERA	101-41910-32210	R BUILDING PERM	04/23/12	\$3,691.75	BUILDING PERMIT Berwald Roofing Co., #9770
101	GENERA	101-41910-32210	R BUILDING PERM	04/18/12	\$1,056.75	BUILDING PERMIT JG Hause Construction, #22
101	GENERA	101-41910-32210	R BUILDING PERM	04/23/12	\$922.94	PLAN REVIEW
101	GENERA	101-41910-32210	R BUILDING PERM	04/18/12	\$92.19	PLAN REVIEW
101	GENERA	101-41910-32210	R BUILDING PERM	04/18/12	\$368.75	BUILDING PERMIT Zehm Building Concepts, #2
101	GENERA	101-41910-32210	R BUILDING PERM	04/18/12	\$686.89	PLAN REVIEW
101	GENERA	101-41910-32210	R BUILDING PERM	04/03/12	\$158.97	PLAN REVIEW Anderson Heating, #10802
101	GENERA	101-41910-32210	R BUILDING PERM	04/12/12	\$73.75	BUILDING PERMIT ck # 7849
101	GENERA	101-41910-32210	R BUILDING PERM	04/11/12	\$134.22	PLAN REVIEW
101	GENERA	101-41910-32210	R BUILDING PERM	04/11/12	\$206.50	BUILDING PERMIT Prime General Cotntractors,
101	GENERA	101-41910-32211	R EPA	04/09/12	\$5.00	EPA
101	GENERA	101-41910-32220	R PLUMBING PER	04/09/12	\$75.00	PLUMBING PERMIT - RESIDENTIAL Brookside P
101	GENERA	101-41910-32220	R PLUMBING PER	04/24/12	\$75.00	PLUMBING PERMIT - COMMERCIAL CK # 6032
101	GENERA	101-41910-32230	R MECHANICAL PE	04/03/12	\$317.94	MECHANICAL PERMIT - COMMERCIAL Anderso
101	GENERA	101-41910-34103	R LAKELAND BLDG	04/19/12	\$2,067.00	BUILDING INSPECTIONS (LAKELAND) CK # 12

CITY OF BAYPORT
MONTHLY REVENUE

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Period Name: APRIL

FUND	FUND Descr	Act Code	Act Type	SOURCE Descr	Tran Date	Amount	Comments
101	GENERA	101-42100-32240	R	ANIMAL FEES	04/09/12	\$10.00	PET LICENSE - SPAY/NEUT J. Spencer, #7337
101	GENERA	101-42100-32240	R	ANIMAL FEES	04/18/12	\$10.00	PET LICENSE - SPAY/NEUT Nicole Schmidt, #10
101	GENERA	101-42100-32240	R	ANIMAL FEES	04/18/12	\$10.00	PET LICENSE - SPAY/NEUT Nicole Schmidt, #10
101	GENERA	101-42100-32240	R	ANIMAL FEES	04/30/12	\$10.00	PET LICENSE - SPAY/NEUT Lampi - CASH
101	GENERA	101-42100-32240	R	ANIMAL FEES	04/09/12	\$10.00	PET LICENSE - SPAY/NEUT CASH - KARL TYREL
101	GENERA	101-42100-32240	R	ANIMAL FEES	04/16/12	\$10.00	PET LICENSE - SPAY/NEUT CASH - NICHOLAS
101	GENERA	101-42100-32240	R	ANIMAL FEES	04/09/12	\$10.00	PET LICENSE - SPAY/NEUT Braun - CASH
101	GENERA	101-42100-34105	R	USER FEES	04/11/12	\$100.00	SAFETY CAMP REGISTRATION CK # 41818
101	GENERA	101-42100-34105	R	USER FEES	04/16/12	\$100.00	SAFETY CAMP REGISTRATION First State Bank
101	GENERA	101-42100-35101	R	COURT FINES	05/01/12	\$3,105.37	MARCH 2012 FINES
101	GENERA	101-42200-32200	R	NONBUSINESS	04/16/12	\$20.00	BURNING PERMIT MN Native Landscapes, #15
101	GENERA	101-42200-32200	R	NONBUSINESS	04/11/12	\$20.00	BURNING PERMIT CK # 5916
101	GENERA	101-42200-32200	R	NONBUSINESS	04/24/12	\$20.00	BURNING PERMIT CASH
101	GENERA	101-42200-32200	R	NONBUSINESS	04/04/12	\$20.00	BURNING PERMIT CK # 6067
101	GENERA	101-42200-32200	R	NONBUSINESS	04/17/12	\$331.53	BURNING PERMIT CK # 34658
101	GENERA	101-42200-32200	R	NONBUSINESS	04/24/12	\$25.00	BURNING PERMIT CK # 2704
101	GENERA	101-42200-32200	R	NONBUSINESS	04/24/12	\$20.00	BURNING PERMIT CASH
101	GENERA	101-42200-32200	R	NONBUSINESS	04/05/12	\$40.00	BURNING PERMIT CASH - CRAIG ANDRESEN
101	GENERA	101-42200-32200	R	NONBUSINESS	04/16/12	\$20.00	BURNING PERMIT Prairie Restorations, #3660
101	GENERA	101-42200-34202	R	FIRE CONTRACT	04/17/12	\$39,595.00	FIRE SERVICE CONTRACT CK # 34658
101	GENERA	101-43130-36248	R	REFUND STREE	04/12/12	\$11,562.74	EMERG MGMT (2011 FEMA-FLOOD)
101	GENERA	101-43130-36248	R	REFUND STREE	04/10/12	\$885.50	STREETS (TREE REPLACEMENT COST) CK # 99
101	GENERA	101-43200-34780	R	PARK FEES	04/03/12	\$150.00	PICNIC SHELTER - RESIDENT (101-250) Jennif
101	GENERA	101-43200-34780	R	PARK FEES	04/02/12	\$75.00	BEACHHOUSE - RESIDENT(FRI-SUN) Ritzer, #5
101	GENERA	101-43200-34780	R	PARK FEES	04/06/12	\$75.00	BEACHHOUSE - RESIDENT(FRI-SUN) Carol Mad
101	GENERA	101-43200-34780	R	PARK FEES	04/28/12	\$25.00	BOAT TRAILER PARKING PERMIT Skaret, #539
101	GENERA	101-43200-34780	R	PARK FEES	04/30/12	\$25.00	BOAT TRAILER PARKING PERMIT Mancino - #6
101	GENERA	101-43200-34780	R	PARK FEES	04/09/12	\$3.00	PARK FIELD-COURT RENTAL FEE Anderson Rac
101	GENERA	101-43200-34780	R	PARK FEES	04/18/12	\$10.00	PARK FIELD-COURT RENTAL FEE CASH-Dan Ge
101	GENERA	101-43200-34780	R	PARK FEES	04/23/12	\$75.00	BEACHHOUSE - RESIDENT(FRI-SUN) DAN SPEI
101	GENERA	101-43200-34780	R	PARK FEES	04/03/12	\$200.00	BEACH HOUSE - NONRESIDENT(FRI-SUN) Kath
101	GENERA	101-43200-34780	R	PARK FEES	04/30/12	\$25.00	BOAT TRAILER PARKING PERMIT Mancino - #6
101	GENERA	101-43200-34780	R	PARK FEES	04/23/12	\$75.00	BEACHHOUSE - RESIDENT(FRI-SUN) George Fr
101	GENERA	101-43200-34780	R	PARK FEES	04/18/12	\$3.00	PARK FIELD-COURT RENTAL FEE Daniel Gelfan
101	GENERA	101-43200-34780	R	PARK FEES	04/03/12	\$75.00	BEACHHOUSE - RESIDENT(FRI-SUN) Heidimari
101	GENERA	101-43200-34780	R	PARK FEES	04/18/12	\$3.00	PARK FIELD-COURT RENTAL FEE CASH - ERIC
101	GENERA	101-43200-36230	R	DONATIONS	04/30/12	\$1,000.00	PARK DONATIONS Rickie Benson, #7335
101	GENERA	101-43300-34940	R	CEMETERY CHA	04/30/12	\$300.00	CEMETERY - CREMAINS GRAVE Yvonne Green,
101	GENERA	101-43300-34940	R	CEMETERY CHA	04/30/12	\$400.00	CEMETERY - HEADSTONE DEPOSIT Yvonne Gre
FUND 101 GENERAL						\$96,691.41	

FUND 206 WATER/SEWER IMPROVEMENT FUND

206	WATER/	206-12103	G		04/10/12	\$1,161.12	UB Receipt Serv 28 TRUNK W/IND
206	WATER/	206-12103	G		04/30/12	\$63.62	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/16/12	\$46.23	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/10/12	\$95.37	UB Receipt Serv 31 TRUNK/S COMB
206	WATER/	206-12103	G		04/10/12	\$212.44	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/05/12	\$11.17	UB Receipt Surc 23 TRUNK SEWER
206	WATER/	206-12103	G		04/10/12	\$71.50	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/10/12	\$65.30	UB Receipt Serv 27 TRUNK W/COMM
206	WATER/	206-12103	G		04/05/12	\$9.83	UB Receipt Surc 3 TRUNK WATER
206	WATER/	206-12103	G		04/12/12	\$5.84	UB Receipt Surc 23 TRUNK SEWER
206	WATER/	206-12103	G		04/16/12	\$722.05	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/16/12	\$45.09	UB Receipt Serv 27 TRUNK W/COMM

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FUND FU	Descr	Act Code	Act Type	SOURCE Descr	Tran Date	Amount	Comments
206	WATER/	206-12103	G		04/10/12	\$627.12	UB Receipt Serv 38 TRUNK S/IND
206	WATER/	206-12103	G		04/11/12	\$1.20	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/11/12	\$187.35	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/12/12	\$5.13	UB Receipt Surc 3 TRUNK WATER
206	WATER/	206-12103	G		04/11/12	\$1.20	UB Receipt Serv 27 TRUNK W/COMM
206	WATER/	206-12103	G		04/05/12	\$34.63	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/12/12	\$296.72	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/12/12	\$3.00	UB Receipt Serv 27 TRUNK W/COMM
206	WATER/	206-12103	G		04/11/12	\$178.92	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/12/12	\$277.52	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/12/12	\$3.42	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/16/12	\$708.71	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/23/12	\$1.80	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/10/12	\$371.45	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/10/12	\$5.73	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/10/12	\$88.44	UB Receipt Serv 21 TRUNK/W COMB
206	WATER/	206-12103	G		04/04/12	\$9.52	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/04/12	\$134.19	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/23/12	\$162.31	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/04/12	\$458.64	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/23/12	\$162.25	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/04/12	\$15.60	UB Receipt Serv 27 TRUNK W/COMM
206	WATER/	206-12103	G		04/23/12	\$83.19	UB Receipt Serv 41 TRUNK SEWER 1ST
206	WATER/	206-12103	G		04/04/12	\$8.21	UB Receipt Serv 27 TRUNK W/COMM
206	WATER/	206-12103	G		04/04/12	\$130.50	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/23/12	\$4,466.19	UB Receipt Surc 23 TRUNK SEWER
206	WATER/	206-12103	G		04/04/12	\$4.98	UB Receipt Surc 23 TRUNK SEWER
206	WATER/	206-12103	G		04/04/12	\$4.58	UB Receipt Surc 3 TRUNK WATER
206	WATER/	206-12103	G		04/23/12	\$86.22	UB Receipt Serv 27 TRUNK W/COMM
206	WATER/	206-12103	G		04/10/12	\$5.10	UB Receipt Serv 27 TRUNK W/COMM
206	WATER/	206-12103	G		04/17/12	\$72.07	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/17/12	\$2.81	UB Receipt Serv 27 TRUNK W/COMM
206	WATER/	206-12103	G		04/17/12	\$71.01	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/17/12	\$3.20	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/05/12	\$29.00	UB Receipt Serv 27 TRUNK W/COMM
206	WATER/	206-12103	G		04/05/12	\$212.30	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/04/12	\$22.28	UB Receipt Serv 37 TRUNK S/COMM
206	WATER/	206-12103	G		04/10/12	\$218.92	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/05/12	\$210.83	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/16/12	\$5.64	UB Receipt Serv 41 TRUNK SEWER 1ST
206	WATER/	206-12103	G		04/10/12	\$383.10	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/04/12	\$3.60	UB Receipt Serv 21 TRUNK/W COMB
206	WATER/	206-12103	G		04/26/12	\$65.03	UB Receipt Serv 36 TRUNK S/RESI
206	WATER/	206-12103	G		04/26/12	\$85.76	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/04/12	\$458.19	UB Receipt Serv 26 TRUNK W/RESI
206	WATER/	206-12103	G		04/30/12	\$93.83	UB Receipt Serv 26 TRUNK W/RESI
FUND 206 WATER/SEWER IMPROVEMENT FUND						\$12,970.95	
FUND 210 K-9 UNIT							
210	K-9 UNI	210-42103-36231	R	DONATIONS PO	04/04/12	\$10.85	K-9 UNIT DONATIONS CK # 99408
FUND 210 K-9 UNIT						\$10.85	
FUND 211 LIBRARY							
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	04/30/12	\$25.00	LIBRARY SERVICE CHARGE CK # 3359

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FUND FU	Descr	Act Code	Act Type	SOURCE Descr	Tran Date	Amount	Comments
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	04/30/12	\$8.00	LIBRARY SERVICE CHARGE CK # 3785
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	04/30/12	\$4.00	LIBRARY SERVICE CHARGE CK # 1135
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	04/30/12	\$56.97	LIBRARY SERVICE CHARGE CK # 8210
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	04/30/12	\$28.00	LIBRARY SERVICE CHARGE CK # 3829
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	04/30/12	\$225.00	LIBRARY SERVICE CHARGE CASH
211	LIBRARY	211-45500-34760	R	LIBRARY SERVI	04/30/12	\$15.00	LIBRARY SERVICE CHARGE CK # 3020
211	LIBRARY	211-45500-36220	R	RENTAL INCOM	04/30/12	\$80.00	LIBRARY RENT CK # 6244
211	LIBRARY	211-45500-36220	R	RENTAL INCOM	04/30/12	\$200.00	LIBRARY RENT CK # 019335
211	LIBRARY	211-45500-36220	R	RENTAL INCOM	04/30/12	\$160.00	LIBRARY RENT CK # 3804
211	LIBRARY	211-45500-36233	R	GRANTS	04/30/12	\$250.00	LIBRARY GRANTS CK # 115175
FUND 211 LIBRARY						\$1,051.97	
FUND 601 WATER							
601	WATER	601-14601	G		04/05/12	\$333.20	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/12/12	\$31.84	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/04/12	\$54.53	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/05/12	\$81.88	UB Receipt Serv 9 INSTITUTION
601	WATER	601-14601	G		04/10/12	\$135.44	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/04/12	\$6.36	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		04/05/12	\$2,344.34	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/05/12	\$0.12	UB Receipt Serv Pen 5 COMM WATER
601	WATER	601-14601	G		04/04/12	\$38.20	UB Receipt Serv 9 INSTITUTION
601	WATER	601-14601	G		04/04/12	\$1,423.80	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/04/12	\$3.18	UB Receipt Serv 8 SAFE WT'R FE
601	WATER	601-14601	G		04/04/12	\$0.52	UB Receipt Serv Pen 5 COMM WATER
601	WATER	601-14601	G		04/04/12	\$89.37	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/05/12	\$6.34	UB Receipt Serv 8 SAFE WT'R FE
601	WATER	601-14601	G		04/10/12	\$52.76	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/16/12	\$11.46	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		04/16/12	\$495.36	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/12/12	\$103.93	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/16/12	\$0.16	UB Receipt Serv Pen 5 COMM WATER
601	WATER	601-14601	G		04/16/12	\$12.72	UB Receipt Serv 8 SAFE WT'R FE
601	WATER	601-14601	G		04/16/12	\$10.00	UB Receipt Serv 9 INSTITUTION
601	WATER	601-14601	G		04/05/12	\$85.40	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/10/12	\$2.76	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		04/04/12	\$7.95	UB Receipt Serv 8 SAFE WT'R FE
601	WATER	601-14601	G		04/10/12	\$3.18	UB Receipt Serv 8 SAFE WT'R FE
601	WATER	601-14601	G		04/04/12	\$190.58	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/16/12	\$9,355.09	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/04/12	\$46.40	UB Receipt Serv 2 WATER ONLY
601	WATER	601-14601	G		04/04/12	\$210.16	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/04/12	\$10.00	UB Receipt Serv 6 WATER METER2
601	WATER	601-14601	G		04/10/12	\$4,130.32	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/23/12	\$90.65	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		04/04/12	\$5,042.60	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/12/12	\$5.24	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		04/12/12	\$1.59	UB Receipt Serv 8 SAFE WT'R FE
601	WATER	601-14601	G		04/12/12	\$42.76	UB Receipt Serv 9 INSTITUTION
601	WATER	601-14601	G		04/16/12	\$177.27	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/17/12	\$799.19	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/17/12	\$47.70	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		04/17/12	\$29.83	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/17/12	\$1.59	UB Receipt Serv 8 SAFE WT'R FE

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FUND	FUND Descr	Act Code	Act Type	SOURCE Descr	Tran Date	Amount	Comments
601	WATER	601-14601	G		04/12/12	\$3,345.35	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/11/12	\$70.83	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/23/12	\$1,791.22	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/17/12	\$2.34	UB Receipt Serv Pen 5 COMM WATER
601	WATER	601-14601	G		04/23/12	\$897.83	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/23/12	\$10.34	UB Receipt Serv Pen 5 COMM WATER
601	WATER	601-14601	G		04/23/12	\$3.18	UB Receipt Serv 8 SAFE WTR FE
601	WATER	601-14601	G		04/23/12	\$56.12	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/26/12	\$966.27	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/26/12	\$52.84	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		04/26/12	\$27.03	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/30/12	\$1,170.94	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/30/12	\$33.23	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		04/30/12	\$16.66	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/17/12	\$28.76	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/10/12	\$19.08	UB Receipt Serv 8 SAFE WTR FE
601	WATER	601-14601	G		04/11/12	\$1,956.12	UB Receipt Serv 1 WATER
601	WATER	601-14601	G		04/10/12	\$1,740.67	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/10/12	\$12,050.36	UB Receipt Serv 3 INDUSTRIAL
601	WATER	601-14601	G		04/10/12	\$1.10	UB Receipt Serv Pen 5 COMM WATER
601	WATER	601-14601	G		04/11/12	\$5.11	UB Receipt Serv Pen 1 WATER
601	WATER	601-14601	G		04/10/12	\$78.47	UB Receipt Surc 19 STATE SER CH
601	WATER	601-14601	G		04/11/12	\$10.00	UB Receipt Serv 5 COMM WATER
601	WATER	601-14601	G		04/11/12	\$1.59	UB Receipt Serv 8 SAFE WTR FE
601	WATER	601-14601	G		04/10/12	\$2,494.68	UB Receipt Serv 1 WATER
601	WATER	601-14605	G		04/17/12	\$2.51	UB Receipt Surc 20 STATE TAX
601	WATER	601-14605	G		04/23/12	\$1.92	UB Receipt Surc 20 STATE TAX
601	WATER	601-14605	G		04/05/12	\$26.49	UB Receipt Surc 20 STATE TAX
601	WATER	601-14605	G		04/10/12	\$4.20	UB Receipt Surc 20 STATE TAX
601	WATER	601-14605	G		04/10/12	\$992.71	UB Receipt Surc 20 STATE TAX
601	WATER	601-14605	G		04/16/12	\$37.53	UB Receipt Surc 20 STATE TAX
601	WATER	601-14605	G		04/04/12	\$6.63	UB Receipt Surc 20 STATE TAX
601	WATER	601-14605	G		04/04/12	\$17.79	UB Receipt Surc 20 STATE TAX
601	WATER	601-14605	G		04/12/12	\$2.51	UB Receipt Surc 20 STATE TAX
601	WATER	601-14605	G		04/11/12	\$0.88	UB Receipt Surc 20 STATE TAX
601	WATER	601-46120-37110	R	WATER REVENU	04/05/12	\$0.22	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	04/11/12	\$3.89	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	04/04/12	\$35.78	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	04/12/12	\$0.43	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	04/23/12	\$0.23	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	04/10/12	\$0.57	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	04/18/12	\$30.00	WATER SHUTOFF - BUS HRS CK # 9058
601	WATER	601-46120-37110	R	WATER REVENU	04/10/12	\$56.37	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	04/16/12	\$10.48	UB UR Receipt Group 01 CITY WIDE
601	WATER	601-46120-37110	R	WATER REVENU	04/09/12	\$30.00	WATER SHUTOFF - BUS HRS
601	WATER	601-46120-37110	R	WATER REVENU	04/18/12	\$30.00	WATER SHUTOFF - BUS HRS Gregg Ellingson,
FUND 601 WATER						\$53,637.03	
FUND 602 SEWER							
602	SEWER	602-14602	G		04/23/12	\$2.49	UB Receipt Serv Pen 15 1ST SEWER
602	SEWER	602-14602	G		05/01/12	\$19,424.14	UB Receipt Serv 19 PRISON SEWER
602	SEWER	602-14602	G		04/23/12	\$37,218.30	UB Receipt Serv 17 PLANT
602	SEWER	602-14602	G		04/23/12	\$16.28	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/23/12	\$2.85	UB Receipt Serv Pen 25 COMM SEWER

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FUND FU	Descr	Act Code	Act Type	SOURCE Descr	Tran Date	Amount	Comments
602	SEWER	602-14602	G		04/26/12	\$33.45	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		04/04/12	\$48.50	UB Receipt Serv 20 SEWER ONLY
602	SEWER	602-14602	G		04/04/12	\$0.52	UB Receipt Serv Pen 25 COMM SEWER
602	SEWER	602-14602	G		04/04/12	\$41.50	UB Receipt Serv 29 INSTIT SEWER
602	SEWER	602-14602	G		04/05/12	\$2,194.59	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/04/12	\$4,736.19	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/23/12	\$942.37	UB Receipt Serv 15 1ST SEWER
602	SEWER	602-14602	G		04/04/12	\$239.20	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/26/12	\$682.16	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/30/12	\$24.04	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		04/30/12	\$676.79	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/04/12	\$6.36	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		04/17/12	\$43.02	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		04/11/12	\$10.00	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/11/12	\$1,940.70	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/12/12	\$2,898.72	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/12/12	\$5.24	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		04/12/12	\$35.80	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/12/12	\$48.70	UB Receipt Serv 29 INSTIT SEWER
602	SEWER	602-14602	G		04/16/12	\$9,211.31	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/16/12	\$6.31	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		04/16/12	\$61.60	UB Receipt Serv 15 1ST SEWER
602	SEWER	602-14602	G		04/16/12	\$509.09	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/16/12	\$0.16	UB Receipt Serv Pen 25 COMM SEWER
602	SEWER	602-14602	G		04/10/12	\$3,981.60	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/10/12	\$1,857.44	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/17/12	\$736.18	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/11/12	\$5.11	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		04/23/12	\$1,695.58	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/04/12	\$1,387.10	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/04/12	\$101.64	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/10/12	\$2,237.80	UB Receipt Serv 10 SEWER
602	SEWER	602-14602	G		04/10/12	\$6,484.60	UB Receipt Serv 23 INDUSTRI SEW
602	SEWER	602-14602	G		04/10/12	\$2.76	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		04/10/12	\$0.78	UB Receipt Serv Pen 25 COMM SEWER
602	SEWER	602-14602	G		04/23/12	\$80.95	UB Receipt Serv Pen 10 SEWER
602	SEWER	602-14602	G		04/05/12	\$386.33	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/05/12	\$0.12	UB Receipt Serv Pen 25 COMM SEWER
602	SEWER	602-14602	G		04/10/12	\$58.70	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/05/12	\$93.10	UB Receipt Serv 29 INSTIT SEWER
602	SEWER	602-14602	G		04/17/12	\$2.34	UB Receipt Serv Pen 25 COMM SEWER
602	SEWER	602-14602	G		04/17/12	\$33.54	UB Receipt Serv 25 COMM SEWER
602	SEWER	602-14602	G		04/10/12	\$10.00	UB Receipt Serv 24 SEWER COMMER
FUND 602 SEWER						<u>\$100,216.05</u>	
FUND 803 P & Z ESCROWS							
803	P & Z ES	803-80012-301	E		04/04/12	\$300.00	FRIENDS OF ST. CROIX PREP CK # 3179
FUND 803 P & Z ESCROWS						<u>\$300.00</u>	
						<u>\$264,878.26</u>	

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 04/30/2012

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DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
FUND 101 GENERAL					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41100	ELECTIONS	\$4,670.00	\$470.00	\$4,200.00	89.94%
41200	MAYOR & COUNCIL	\$136,401.10	\$46,246.66	\$90,154.44	66.10%
41240	RECYCLING	\$6,752.94	\$1,190.51	\$5,562.43	82.37%
41400	ADMINISTRATION	\$157,155.79	\$42,544.80	\$114,610.99	72.93%
41601	ALLEY PAVING PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41603	SO MN STREET UTILITY PROJEC	\$0.00	\$0.00	\$0.00	0.00%
41605	INFLOW/INFILTRATION	\$0.00	\$0.00	\$0.00	0.00%
41607	2011 STREET PROJECT	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41903	DEBT SERVICE	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$222,683.69	\$62,785.76	\$159,897.93	71.80%
41940	MUNICIPAL BUILDINGS	\$112,293.80	\$16,755.91	\$95,537.89	85.08%
42100	POLICE	\$717,706.41	\$213,416.39	\$504,290.02	70.26%
42200	FIRE PROTECTION	\$419,466.29	\$95,673.41	\$323,792.88	77.19%
43100	STREET MAINT	\$428,533.52	\$63,800.36	\$364,733.16	85.11%
43130	STREET - FLOOD PREPARATION	\$0.00	\$7,270.00	-\$7,270.00	0.00%
43160	STREET LIGHTING	\$27,500.00	\$13,779.92	\$13,720.08	49.89%
43200	PARKS	\$63,699.47	\$14,726.51	\$48,972.96	76.88%
43300	CEMETERY	\$37,250.00	\$936.64	\$36,313.36	97.49%
44100	PROJECT	\$50,000.00	\$0.00	\$50,000.00	100.00%
FUND 101 GENERAL		\$2,384,113.01	\$579,596.87	\$1,804,516.14	75.69%
FUND 208 PRISON SEWER PROJECT					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
FUND 208 PRISON SEWER PROJECT		\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJECTS					
41911	BAYTOWN DEVELOPMENTS	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
41913	EMERALD FALLS	\$0.00	\$0.00	\$0.00	0.00%
FUND 209 DEVELOPER REIMBURSED PROJ		\$0.00	\$0.00	\$0.00	0.00%
FUND 210 K-9 UNIT					
42103	K - 9 UNIT	\$0.00	\$100.00	-\$100.00	0.00%
FUND 210 K-9 UNIT		\$0.00	\$100.00	-\$100.00	0.00%
FUND 211 LIBRARY					
45500	LIBRARY	\$280,065.00	\$76,022.07	\$204,042.93	72.86%
FUND 211 LIBRARY		\$280,065.00	\$76,022.07	\$204,042.93	72.86%
FUND 412 CEMETERY CAPITAL IMPROV					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43300	CEMETERY	\$0.00	\$0.00	\$0.00	0.00%
FUND 412 CEMETERY CAPITAL IMPROV		\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 04/30/2012

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DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
FUND 413 POLICE EQUIPMENT FUND					
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
FUND 413 POLICE EQUIPMENT FUND		\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
41400	ADMINISTRATION	\$0.00	\$0.00	\$0.00	0.00%
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
42100	POLICE	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
46120	WATER	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$0.00	\$0.00	\$0.00	0.00%
FUND 414 OFFICE AUTOMATION		\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT					
41600	CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
41900	CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00%
41940	MUNICIPAL BUILDINGS	\$0.00	\$0.00	\$0.00	0.00%
FUND 415 MUNICIPAL BLDGS MAINT		\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET					
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
FUND 416 PERRO CREEK OUTLET		\$0.00	\$0.00	\$0.00	0.00%
FUND 601 WATER					
46110	WATER-PUMPHOUSE	\$47,350.00	\$9,449.50	\$37,900.50	80.04%
46120	WATER	\$427,638.09	\$88,895.19	\$338,742.90	79.21%
FUND 601 WATER		\$474,988.09	\$98,344.69	\$376,643.40	79.30%
FUND 602 SEWER					
44100	PROJECT	\$0.00	\$0.00	\$0.00	0.00%
46200	SEWER - OPERATING	\$374,238.93	\$57,775.13	\$316,463.80	84.56%
46990	SEWER - NON-OPERATING	\$345,000.00	\$123,327.84	\$221,672.16	64.25%
FUND 602 SEWER		\$719,238.93	\$181,102.97	\$538,135.96	74.82%
FUND 800 INVESTMENTS-POOLED					
00000	GENERAL GOVERNMENT	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 800 INVESTMENTS-POOLED		\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS					
41910	PLANNING & ZONING	\$0.00	\$0.00	\$0.00	0.00%
41912	INSPIRATION	\$0.00	\$0.00	\$0.00	0.00%
80001	ANDERSEN ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80003	BAYTOWN ANNEXATION	\$0.00	\$0.00	\$0.00	0.00%

CITY OF BAYPORT
EXPENSE SUMMARY YTD THRU 04/30/2012

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DEPT	DEPT Descr	2012 Budget	2012 YTD Amt	Balance	2012 % of Budget Remain
80006	OSTERTAG VARIANCE	\$0.00	\$0.00	\$0.00	0.00%
80008	CHARLES LUTZ STREET VACATI	\$0.00	\$0.00	\$0.00	0.00%
80010	JERRY PETERSON ESCROW	\$0.00	\$0.00	\$0.00	0.00%
80011	CAPTAINS CORNER	\$0.00	\$0.00	\$0.00	0.00%
80012	FRIENDS OF ST. CROIX PREP.	\$0.00	-\$131.84	\$131.84	0.00%
80013	BAYPORT MARINA	\$0.00	\$0.00	\$0.00	0.00%
80014	GROUP 41 (MIKE SCHALON	\$0.00	\$0.00	\$0.00	0.00%
80015	GARY SWAGER	\$0.00	\$0.00	\$0.00	0.00%
80016	Pete Miller - Feasi Study	\$0.00	\$0.00	\$0.00	0.00%
80017	AMERICAN LEGION POST 491	\$0.00	\$0.00	\$0.00	0.00%
80018	MSCWM PERRO CREEK OUTLET	\$0.00	\$0.00	\$0.00	0.00%
80019	JG HAUSE CONSTRUCTION	\$0.00	\$0.00	\$0.00	0.00%
80020	HYNNEK CUP APPLICATION	\$0.00	\$0.00	\$0.00	0.00%
80021	GORDON TELLINGHUISEN	\$0.00	\$0.00	\$0.00	0.00%
80022	DUANCE JOHNSON	\$0.00	\$0.00	\$0.00	0.00%
80023	MI-TECH SERVICES, INC.	\$0.00	\$0.00	\$0.00	0.00%
80024	RICK PARENT	\$0.00	\$0.00	\$0.00	0.00%
80025	JUDY SEEBERGER	\$0.00	\$0.00	\$0.00	0.00%
80026	MIDWEST PARA TRANSIT	\$0.00	\$0.00	\$0.00	0.00%
80027	CEMETARY - ST. MIKE S/ST. CH	\$0.00	\$0.00	\$0.00	0.00%
80028	ASPHALT SPEC - 111 CENTRAL	\$0.00	\$0.00	\$0.00	0.00%
80029	BRIAN ZELLER	\$0.00	\$0.00	\$0.00	0.00%
80031	VALLEY GREEN	\$0.00	\$267.00	-\$267.00	0.00%
80040	HEFTY	\$0.00	\$0.00	\$0.00	0.00%
80041	VALLEY GREEN	\$0.00	\$0.00	\$0.00	0.00%
FUND 803 P & Z ESCROWS		\$0.00	\$135.16	-\$135.16	0.00%
FUND 999 ACCRUED INT PAYABLE					
41000	DEPRECIATION EXP - GEN GOV	\$0.00	\$0.00	\$0.00	0.00%
42000	PUBLIC SAFE CAPITAL OUTLAY	\$0.00	\$0.00	\$0.00	0.00%
43000	DEPRECIATION EXP - PUBLIC W	\$0.00	\$0.00	\$0.00	0.00%
43100	STREET MAINT	\$0.00	\$0.00	\$0.00	0.00%
43200	PARKS	\$0.00	\$0.00	\$0.00	0.00%
44000	DEPRECIATION EXP - LIBRARY	\$0.00	\$0.00	\$0.00	0.00%
45000	DEPRECIATION EXP - PARKS	\$0.00	\$0.00	\$0.00	0.00%
47000	INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00%
FUND 999 ACCRUED INT PAYABLE		\$0.00	\$0.00	\$0.00	0.00%
		\$3,858,405.03	\$935,301.76	\$2,923,103.27	75.76%

CITY OF BAYPORT
MONTHLY EXPENSES 1133133-1134509

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Period Name: APRIL

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
FUND 101 GENERAL									
DEPT 41200 MAYOR & COUNCIL									
INNOVATIVE OFFICE SOL	101	04/18/12	\$2.12	E	41200	201	OFFICE SUPPLIES	OFFICE SUPPLIES	1134461
ECKBERG, LAMMERS, BRI	101	04/18/12	\$141.50	E	41200	300	INSPIRATION DEVELOPME	PROF SER-LEGAL	1134457
ECKBERG, LAMMERS, BRI	101	04/18/12	\$108.75	E	41200	300	REVIEW CC AGENDA	PROF SER-LEGAL	1134457
ECKBERG, LAMMERS, BRI	101	04/18/12	\$480.25	E	41200	300	206 5TH ST. ZONING VIOL	PROF SER-LEGAL	1134457
ECKBERG, LAMMERS, BRI	101	04/18/12	\$145.00	E	41200	300	LABOR NEGOTIATIONS	PROF SER-LEGAL	1134457
ECKBERG, LAMMERS, BRI	101	04/18/12	\$200.00	E	41200	300	ATTEND CC MTG.	PROF SER-LEGAL	1134457
ECKBERG, LAMMERS, BRI	101	04/18/12	\$58.00	E	41200	300	GROUP 41 LITIGATION	PROF SER-LEGAL	1134457
S E H	101	04/18/12	\$75.25	E	41200	301	PREP & ATTEND CC MTG	PROF SER-ENGIN	1134484
S E H	101	04/18/12	\$314.76	E	41200	301	4TH AVE. N BOAT DOCK	PROF SER-ENGIN	1134484
WASHINGTON COUNTY G	101	04/12/12	\$333.00	E	41200	304	2012 SPEC ASMT BILLING	PROF SER-ASSESS	1134503
BEARENCE MANAGEMENT	101	04/04/12	\$4,500.00	E	41200	306	PROPERTY & CASUALTY FE	PROF SER-OTHER	1134444
COMPLETE HEALTH ENVIR	101	05/01/12	\$350.00	E	41200	306	MAINT. PLAN - APRIL 2012	PROF SER-OTHER	1134453
COMPLETE HEALTH ENVIR	101	04/19/12	\$350.00	E	41200	306	MAINTENANCE PLAN-MAR	PROF SER-OTHER	1134453
U S BANK VISA	101	05/01/12	\$16.80	E	41200	322	USPS	POSTAGE	1134435
SCVRTA	101	05/01/12	\$110.00	E	41200	350	2012 MEMBERSHIP	PRINTING & PUBL	1134486
STILLWATER GAZETTE	101	04/18/12	\$72.91	E	41200	350	ORDINANCE 831/ZONING	PRINTING & PUBL	1134491
BAYPORT PRINTING HOU	101	05/01/12	\$590.00	E	41200	351	NEWS LETTER MARCH 201	NEWS LETTER PRI	1134442
BERKLEY RISK SERVICES	101	04/10/12	\$328.00	E	41200	360	VOLUNTEER ACCIDENT PL	INSURANCE/P&L	1134414
COMMUNITY VOLUNTEER	101	04/03/12	\$1,500.00	E	41200	444	2012 SUPPORT FUNDS	COMMUNITY PRO	1134395
YOUTH SERVICE BUREAU	101	04/03/12	\$1,300.00	E	41200	444	2012 CONTRIBUTION	COMMUNITY PRO	1134409
AMERICAN LEGION	101	04/03/12	\$300.00	E	41200	444	MEMORIAL DAY PARADE F	COMMUNITY PRO	1134393
DEPT 41200 MAYOR & COUNCIL			\$11,276.34						
DEPT 41240 RECYCLING									
STABNOW, MELISSA	101	04/04/12	\$30.00	E	41240	370	APRIL 2012 RECYCLING R	RECYCLING INCE	1134490
DEPT 41240 RECYCLING			\$30.00						
DEPT 41400 ADMINISTRATION									
INNOVATIVE OFFICE SOL	101	04/18/12	\$12.74	E	41400	201	OFFICE SUPPLIES	OFFICE SUPPLIES	1134461
MITCH BERG	101	04/18/12	\$105.72	E	41400	322	REIMBURSEMENT ON SHIP	POSTAGE	1134428
NEOPOST	101	05/01/12	\$300.00	E	41400	322	POSTAGE FOR POSTAL MA	POSTAGE	001039
U S BANK VISA	101	05/01/12	\$160.00	E	41400	402	SCSU CONT STUD	CONFERENCES &	1134435
MITCH BERG	101	04/10/12	\$315.13	E	41400	402	LMC CONFERENCE/BERG	CONFERENCES &	1134412
TR COMPUTER SALES LLC	101	04/18/12	\$14.42	E	41400	416	RECYCLING OLD LAPTOP	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	101	04/18/12	\$54.00	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	101	05/02/12	\$30.00	E	41400	416	REMOVE KATHY'S EMAIL/L	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	101	04/18/12	\$27.00	E	41400	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
MAILFINANCE	101	04/03/12	\$68.22	E	41400	416	LEASE PMT 4/30/12-07/29	REPAIR/MAINT OF	1134398
FIRST STATE BANK OF BA	101	05/01/12	\$2.70	E	41400	430	PER CK FEE FOR DIRECT D	MISC	001040
FIRST STATE BANK OF BA	101	05/01/12	\$10.00	E	41400	430	FILE FEE FOR DIRECT DEP	MISC	001043
FIRST STATE BANK OF BA	101	05/01/12	\$10.00	E	41400	430	FILE FEE FOR DIRECT DEP	MISC	001041
FIRST STATE BANK OF BA	101	05/01/12	\$2.50	E	41400	430	PER CK FEE FOR DIRECT D	MISC	001042
DEPT 41400 ADMINISTRATION			\$1,112.43						
DEPT 41910 PLANNING & ZONING									
INNOVATIVE OFFICE SOL	101	04/18/12	\$10.61	E	41910	201	OFFICE SUPPLIES	OFFICE SUPPLIES	1134461
HOLIDAY FLEET	101	04/05/12	\$179.88	E	41910	212	FUEL PURCHASES	MOTOR FUELS & L	1134410
ECKBERG, LAMMERS, BRI	101	04/18/12	\$79.75	E	41910	300	DISCUSS ILLEGAL LOT SP	PROF SER-LEGAL	1134457
ECKBERG, LAMMERS, BRI	101	04/18/12	\$580.00	E	41910	300	REVIEW & DISCUSS VARIA	PROF SER-LEGAL	1134457
NEOPOST	101	05/01/12	\$250.00	E	41910	322	POSTAGE FOR POSTAL MA	POSTAGE	001039
MAILFINANCE	101	04/03/12	\$56.85	E	41910	416	LEASE PMT 4/30/12-07/29	REPAIR/MAINT OF	1134398
TR COMPUTER SALES LLC	101	04/18/12	\$22.50	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498

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MONTHLY EXPENSES 1133133-1134509

Period Name: APRIL

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
TR COMPUTER SALES LLC	101	04/18/12	\$45.00	E	41910	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	101	04/18/12	\$12.02	E	41910	416	RECYCLING OLD LAPTOP	REPAIR/MAINT OF	1134498
DEPT 41910 PLANNING & ZONING			\$1,236.61						
DEPT 41940 MUNICIPAL BUILDINGS									
ZEP SALES & SERVICES	101	05/01/12	\$53.35	E	41940	220	BLG. SUPPLIES/CITY HALL	OPERATING SUPP	1134508
ZEP SALES & SERVICES	101	05/01/12	\$30.43	E	41940	220	BLG. SUPPLIES	OPERATING SUPP	1134508
JOHNSON, CHAD	101	05/01/12	\$300.00	E	41940	302	CITY HALL CLEANING SER	CONTRACT SERVI	1134462
COMCAST	101	05/01/12	\$57.40	E	41940	321	CITY HALL HIGH SPEED IN	COMMUNICATION	1134452
OFFICE OF ENT TECHNOL	101	04/23/12	\$466.81	E	41940	321	PHONES	COMMUNICATION	1134478
XCEL	101	04/03/12	\$569.90	E	41940	380	MARCH 2012 - GAS/ELECT	ELECTRIC SERVIC	1134408
XCEL	101	04/03/12	\$230.48	E	41940	381	MARCH 2012 - GAS/ELECT	FUEL FOR HEAT	1134408
MINNESOTA ELEVATOR	101	04/19/12	\$1,695.00	E	41940	420	CITY HALL CODE UPDATES	R & M BLDGS, ST	1134473
MINNESOTA ELEVATOR	101	04/18/12	\$150.04	E	41940	420	MTHLY SERVICE BILLING	R & M BLDGS, ST	1134473
MENARDS-STILLWATER	101	04/30/12	\$47.39	E	41940	420	CITY HALL BLG. SUPPLIES	R & M BLDGS, ST	1134471
DEPT 41940 MUNICIPAL BUILDINGS			\$3,600.80						
DEPT 42100 POLICE									
U S BANK VISA	101	04/30/12	\$69.60	E	42100	201	TARGET	OFFICE SUPPLIES	1134433
INNOVATIVE OFFICE SOL	101	04/18/12	\$10.61	E	42100	201	OFFICE SUPPLIES	OFFICE SUPPLIES	1134461
KEEPRS, INC	101	04/24/12	\$42.74	E	42100	202	UNIFORMS OPERATING SU	UNIFORMS - MISC	1134463
KEEPRS, INC	101	04/24/12	-\$25.56	E	42100	202	UNIFORMS SUPPLIES/POLI	UNIFORMS - MISC	1134463
KEEPRS, INC	101	04/24/12	\$128.24	E	42100	202	UNIFORMS SUPPLIES/POLI	UNIFORMS - MISC	1134463
UNIFORMS UNLIMITED	101	04/24/12	\$21.34	E	42100	202	MISC. UNIFORMS/POLICE	UNIFORMS - MISC	1134501
KEEPRS, INC	101	04/17/12	\$25.56	E	42100	202	UNIFORMS OPERATING M	UNIFORMS - MISC	1134463
U S BANK VISA	101	04/30/12	\$53.00	E	42100	202	FURY DODGE HARDWARE	UNIFORMS - MISC	1134433
U S BANK VISA	101	04/30/12	\$4.26	E	42100	202	ACE HARDWARE	UNIFORMS - MISC	1134433
UNIFORMS UNLIMITED	101	04/03/12	\$11.85	E	42100	210	UNIFORMS-LUND/POLICE	UNIFORMS - LUN	1134404
LUND, ZACH	101	04/17/12	\$102.75	E	42100	210	UNIFORMS REIMBURSEME	UNIFORMS - LUN	1134425
UNIFORMS UNLIMITED	101	04/24/12	\$278.67	E	42100	211	UNIFORMS-MILLER/POLIC	UNIFORMS - MILL	1134501
HOLIDAY FLEET	101	04/05/12	\$6.20	E	42100	212	FUEL PURCHASES	MOTOR FUELS & L	1134410
WASHINGTON COUNTY S	101	04/10/12	\$1,518.84	E	42100	212	MARCH 2012 FUEL/POLICE	MOTOR FUELS & L	1134506
DIGITAL ALLY	101	04/17/12	\$38.00	E	42100	220	BATTERY PACK/POLICE DE	OPERATING SUPP	1134455
ECKBERG, LAMMERS, BRI	101	04/10/12	\$2,367.31	E	42100	300	PROSECUTION	PROF SER-LEGAL	1134457
CHRIS AMDAHL LOCKSMI	101	04/24/12	\$50.00	E	42100	306	EVIDENCE ROOM KEYS CU	PROF SER-OTHER	1134451
LAKEVIEW MEMORIAL HO	101	04/30/12	\$50.00	E	42100	306	LEGAL BLOOD DRAWS-JES	PROF SER-OTHER	1134465
PUBLIC SAFETY EQUIPME	101	04/24/12	\$216.00	E	42100	306	CERTIFICATION OF RADAR	PROF SER-OTHER	1134481
STILLWATER MEDICAL GR	101	04/17/12	\$126.00	E	42100	306	PRE-EMPLOYMENT MEDIC	PROF SER-OTHER	1134492
CAMPION BARROW & ASS	101	04/04/12	\$780.00	E	42100	306	POST OFFICER TESTING/S	PROF SER-OTHER	1134447
DVS RENEWAL	101	04/16/12	\$42.75	E	42100	306	PLATE 127 DODGE 02 VOL	PROF SER-OTHER	1134417
VERIZON WIRELESS	101	04/10/12	\$78.10	E	42100	321	AIRCARDS/POLICE DEPT.	COMMUNICATION	1134413
NEOPOST	101	05/01/12	\$250.00	E	42100	322	POSTAGE FOR POSTAL MA	POSTAGE	001039
WASHINGTON COUNTY S	101	04/17/12	\$4,809.25	E	42100	391	1ST QTR ALERTS-RECORD	SHARED AUTOMA	1134506
WASHINGTON COUNTY P	101	04/04/12	\$1,236.24	E	42100	391	1ST QTR. 2012 JAN-MAR R	SHARED AUTOMA	1134505
WASHINGTON COUNTY S	101	04/17/12	\$1,125.00	E	42100	391	1ST QTR 2012 MDC/POLIC	SHARED AUTOMA	1134506
EASTMAN, LAURA	101	04/26/12	\$18.00	E	42100	403	FUEL REIMBURSEMENT FR	POLICE TRAINING	1134432
MINNESOTA CHIEFS OF P	101	04/12/12	\$115.00	E	42100	403	TRAINING INSTITUTE/EAS	POLICE TRAINING	1134416
CENTURY AVENUE COLLIS	101	04/18/12	\$375.00	E	42100	412	DECOMMISSION 2003 CHE	REP & MAINT VEH	1134449
MINNESOTA DEPT OF PUB	101	04/03/12	\$41.50	E	42100	412	1985 FORD MUSTANG/FOR	REP & MAINT VEH	1134399
BAYPORT TRANSMISSION	101	04/10/12	\$26.78	E	42100	412	2011 CHEV TAHOE/POLICE	REP & MAINT VEH	1134443
CENTURY AVENUE COLLIS	101	04/26/12	\$539.38	E	42100	412	2002 VW PASSAT WAGON/	REP & MAINT VEH	1134449
TIREPROZ	101	04/30/12	\$98.89	E	42100	412	TIME ALIGNMENT/POLICE	REP & MAINT VEH	1134496
BAYPORT TRANSMISSION	101	04/10/12	\$26.78	E	42100	412	2009 DODGE CHARGER/PO	REP & MAINT VEH	1134443
TR COMPUTER SALES LLC	101	04/18/12	\$22.50	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	101	04/18/12	\$45.00	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498

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TR COMPUTER SALES LLC	101	04/18/12	\$780.00	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	101	04/18/12	\$513.00	E	42100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	101	04/18/12	\$12.02	E	42100	416	RECYCLING OLD LAPTOP	REPAIR/MAINT OF	1134498
MAILFINANCE	101	04/03/12	\$56.85	E	42100	416	LEASE PMT 4/30/12-07/29	REPAIR/MAINT OF	1134398
WASHINGTON COUNTY C	101	04/04/12	\$50.00	E	42100	433	2012 DUES/POLICE DEPT.	DUES & MEMBERS	1134502
U S BANK VISA	101	04/30/12	\$8.01	E	42100	444	TARGET	COMMUNITY PRO	1134433
U S BANK VISA	101	04/30/12	\$28.41	E	42100	444	MENARDS	COMMUNITY PRO	1134433
U S BANK VISA	101	04/30/12	\$8.57	E	42100	444	DOLLAR TREE	COMMUNITY PRO	1134433
DEPT 42100 POLICE			\$16,182.44						
DEPT 42200 FIRE PROTECTION									
ASPEN MILLS INC	101	04/16/12	\$32.20	E	42200	202	OPERATING MATERIAL/FI	UNIFORMS - MISC	1134440
HOLIDAY FLEET	101	04/05/12	\$927.67	E	42200	212	FUEL PURCHASES	MOTOR FUELS & L	1134410
U S BANK VISA	101	04/16/12	\$112.31	E	42200	217	INT'L CODE COUNCIL	MATERIALS & PR	1134419
U S BANK VISA	101	05/02/12	\$15.38	E	42200	220	CUB FOODS	OPERATING SUPP	1134437
U S BANK VISA	101	05/02/12	\$48.45	E	42200	220	CARBONE'S PIZZERIA	OPERATING SUPP	1134437
U S BANK VISA	101	04/16/12	\$49.03	E	42200	220	DOORLOCKS/DIRECT	OPERATING SUPP	1134419
U S BANK VISA	101	05/02/12	\$32.14	E	42200	220	MCDONALD'S	OPERATING SUPP	1134437
ECKBERG, LAMMERS, BRI	101	04/18/12	\$217.50	E	42200	300	FIRE CONTRACTS	PROF SER-LEGAL	1134457
MUNICIPAL EMERGENCY	101	05/02/12	\$35.00	E	42200	306	OPERATING MATERIAL/FI	PROF SER-OTHER	1134475
STILLWATER MEDICAL GR	101	05/02/12	\$337.00	E	42200	306	SERVICE/FIRE DEPT.	PROF SER-OTHER	1134492
XCEL	101	04/03/12	\$275.79	E	42200	380	MARCH 2012 - GAS/ELECT	ELECTRIC SERVIC	1134408
XCEL	101	04/03/12	\$297.15	E	42200	381	MARCH 2012 - GAS/ELECT	FUEL FOR HEAT	1134408
WASHINGTON COUNTY P	101	04/16/12	\$3,502.68	E	42200	391	1ST QTR. RADIO REPAIR F	SHARED AUTOMA	1134505
SOUTH CENTRAL COLLEG	101	04/16/12	\$600.00	E	42200	402	FIRE SCHOOL/FIRE DEPT.	CONFERENCES &	1134489
EMERGENCY APPARATUS	101	04/16/12	\$619.70	E	42200	412	TANKER/PUMPER 2110	REP & MAINT VEH	1134458
EMERGENCY APPARATUS	101	04/16/12	\$927.41	E	42200	412	TANKER/PUMPER 'ENG 210	REP & MAINT VEH	1134458
BAYPORT TRANSMISSION	101	04/16/12	\$598.24	E	42200	412	2004 GMG/FIRE DEPT.	REP & MAINT VEH	1134443
MUNICIPAL EMERGENCY	101	04/16/12	\$1,253.46	E	42200	419	OPERATING SUPPLIES/FIR	REPAIR & MAINT	1134475
U S BANK VISA	101	05/02/12	\$29.00	E	42200	420	LATE FEE	R & M BLDGS, ST	1134437
LINNER ELECTRIC	101	04/16/12	\$563.65	E	42200	420	INSPECTION CORRECTION	R & M BLDGS, ST	1134467
U S BANK VISA	101	05/02/12	-\$19.83	E	42200	420	LATE FEE CREDIT	R & M BLDGS, ST	1134437
U S BANK VISA	101	05/02/12	\$35.27	E	42200	420	MENARDS	R & M BLDGS, ST	1134437
U S BANK VISA	101	05/02/12	\$2.04	E	42200	420	INTEREST CHG.	R & M BLDGS, ST	1134437
U S BANK VISA	101	05/02/12	\$130.49	E	42200	420	WAL-MART	R & M BLDGS, ST	1134437
SAM S CLUB	101	05/02/12	\$35.00	E	42200	433	MEMBERSHIP RENEWAL 2	DUES & MEMBERS	1134485
READY WATT	101	04/16/12	\$2,435.52	E	42200	530	SIREN RADIO TO NARROW	CAPITAL ASSETS	1134418
DEPT 42200 FIRE PROTECTION			\$13,092.25						
DEPT 43100 STREET MAINT									
LEAGUE OF MN CITIES IN	101	04/05/12	\$144.32	E	43100	150	JUSTIN WILMES - CLAIMA	WORKER S COMP	1134466
INNOVATIVE OFFICE SOL	101	04/18/12	\$2.12	E	43100	201	OFFICE SUPPLIES	OFFICE SUPPLIES	1134461
HOLIDAY FLEET	101	04/05/12	\$43.49	E	43100	212	FUEL PURCHASES	MOTOR FUELS & L	1134410
NORTHERN ENGINE & SU	101	04/04/12	\$13.26	E	43100	220	SIGN FLAGS	OPERATING SUPP	1134476
NORTHERN ENGINE & SU	101	04/04/12	\$13.26	E	43100	220	SIGN FLAGS	OPERATING SUPP	1134476
U S BANK VISA	101	04/03/12	\$256.50	E	43100	240	PUBLIC WORKS CREDIT C	SMALL TOOLS-EQ	1134403
MEDTOX LABORATORIES	101	04/18/12	\$50.00	E	43100	306	DRUG TEST	PROF SER-OTHER	1134470
NEOPOST	101	05/01/12	\$50.00	E	43100	322	POSTAGE FOR POSTAL MA	POSTAGE	001039
LINNER ELECTRIC	101	04/17/12	\$266.50	E	43100	410	LIGHT POLE REPAIR	REPAIR & MAINT	1134467
EARL F ANDERSEN, INC	101	04/18/12	\$1,185.97	E	43100	410	STREET NAME PLATE & M	REPAIR & MAINT	1134456
U S BANK VISA	101	04/03/12	-\$14.89	E	43100	412	PUBLIC WORKS CREDIT C	REP & MAINT VEH	1134403
U S BANK VISA	101	04/03/12	\$21.43	E	43100	412	PUBLIC WORKS CREDIT C	REP & MAINT VEH	1134403
CARQUEST OF STILLWATE	101	04/04/12	\$129.09	E	43100	412	BATTERY - 90 FORD/PW D	REP & MAINT VEH	1134448
TRI STATE BOBCAT INC	101	04/17/12	\$1,036.88	E	43100	412	REPAIRS-TOOLCAT	REP & MAINT VEH	1134499
CARQUEST OF STILLWATE	101	04/17/12	\$15.92	E	43100	412	FUEL FILTER	REP & MAINT VEH	1134448

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CARQUEST OF STILLWATE	101	04/17/12	-\$43.15	E	43100	412	LUBE HOSE	REP & MAINT VEH	1134448
MAC QUEEN EQUIPMENT	101	05/01/12	\$773.72	E	43100	412	SWEEPER WEAR PARTS	REP & MAINT VEH	1134469
CARQUEST OF STILLWATE	101	04/17/12	\$43.15	E	43100	412	LUBE HOSE	REP & MAINT VEH	1134448
CARQUEST OF STILLWATE	101	04/17/12	-\$15.92	E	43100	412	FUEL FILTER RETURNED	REP & MAINT VEH	1134448
CARQUEST OF STILLWATE	101	04/17/12	\$33.28	E	43100	412	D.A. DISCS	REP & MAINT VEH	1134448
ZIEGLER INC.	101	05/01/12	\$401.81	E	43100	412	WORK BOOM REPAIR	REP & MAINT VEH	1134509
ASPEN EQUIPMENT CO	101	04/30/12	\$117.84	E	43100	412	CHIPPER BOLTS	REP & MAINT VEH	1134439
STILLWATER MOTORS	101	04/17/12	\$35.85	E	43100	412	SERVICE 2011 CHEV	REP & MAINT VEH	1134493
U S BANK VISA	101	04/30/12	\$92.38	E	43100	412	PUBLIC WORKS CREDIT C	REP & MAINT VEH	1134434
RIVER CITY SERVICES	101	04/17/12	\$50.00	E	43100	413	STUMP-SALT SHED REMOV	TREES	1134482
TR COMPUTER SALES LLC	101	04/18/12	\$9.00	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	101	04/18/12	\$2.40	E	43100	416	RECYCLING OLD LAPTOP	REPAIR/MAINT OF	1134498
U S BANK VISA	101	04/30/12	\$658.26	E	43100	416	PUBLIC WORKS CREDIT C	REPAIR/MAINT OF	1134434
TR COMPUTER SALES LLC	101	04/18/12	\$4.50	E	43100	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
MAILFINANCE	101	04/03/12	\$11.37	E	43100	416	LEASE PMT 4/30/12-07/29	REPAIR/MAINT OF	1134398
S E H	101	04/18/12	\$168.16	E	43100	420	SIGN INVENTORY MTG	R & M BLDGS, ST	1134484
ZIEGLER INC.	101	04/30/12	\$641.25	E	43100	421	BOOM RENTAL	REPAIR & MAINT	1134509
ZIEGLER INC.	101	04/30/12	\$1,923.75	E	43100	421	MANLIFT RENTAL	REPAIR & MAINT	1134509
SGC HORIZON LLC	101	05/01/12	\$136.50	E	43100	422	2012 SEAL COAT IMPRO	SEALCOATING	1134487
S E H	101	04/18/12	\$3,873.36	E	43100	422	2012 SEAL COAT ASSESSM	SEALCOATING	1134484
STILLWATER GAZETTE	101	05/01/12	\$79.25	E	43100	422	2012 SEAL COAT BIDS IMP	SEALCOATING	1134491
SGC HORIZON LLC	101	05/01/12	\$136.50	E	43100	422	MAIN PUBLICATION	SEALCOATING	1134487
DEPT 43100 STREET MAINT			<u>\$12,347.11</u>						
DEPT 43160 STREET LIGHTING									
XCEL	101	04/03/12	\$2,400.12	E	43160	380	MARCH 2012 - GAS/ELECT	ELECTRIC SERVIC	1134408
LPD ELECTRIC, INC	101	05/01/12	\$425.00	E	43160	419	STREET LIGHTS-INSPIRAT	REPAIR & MAINT	1134468
DEPT 43160 STREET LIGHTING			<u>\$2,825.12</u>						
DEPT 43200 PARKS									
U S BANK VISA	101	04/30/12	\$20.80	E	43200	212	PUBLIC WORKS CREDIT C	MOTOR FUELS & L	1134434
HALL DISTRIBUTING COM	101	04/30/12	\$242.31	E	43200	220	CHAIN SAW CONSUMABLE	OPERATING SUPP	1134459
T. R. F. SUPPLY	101	04/30/12	\$437.48	E	43200	220	OPERATING SUPPLIES	OPERATING SUPP	1134494
TEAM LABORATORY CHEM	101	04/30/12	\$199.86	E	43200	220	WEED KILLER	OPERATING SUPP	1134495
T. R. F. SUPPLY	101	04/17/12	\$591.99	E	43200	220	OPERATING SUPPLIES	OPERATING SUPP	1134494
T. R. F. SUPPLY	101	04/04/12	\$609.18	E	43200	220	TRASH CAN LINERS	OPERATING SUPP	1134494
U S BANK VISA	101	04/03/12	\$23.56	E	43200	220	PUBLIC WORKS CREDIT C	OPERATING SUPP	1134403
WEBER & TROSETH, INC.	101	04/30/12	\$292.57	E	43200	240	BLACKPACK FIRE PUMP	SMALL TOOLS-EQ	1134507
HALL DISTRIBUTING COM	101	04/30/12	\$91.90	E	43200	240	CHAINSAW SAFETY CHAPS	SMALL TOOLS-EQ	1134459
NEOPOST	101	05/01/12	\$50.00	E	43200	322	POSTAGE FOR POSTAL MA	POSTAGE	001039
BRYAN ROCK PRODUCTS I	101	04/30/12	\$31.04	E	43200	410	BALLFIELD AG LIME	REPAIR & MAINT	1134446
TRI STATE BOBCAT INC	101	04/17/12	\$1,036.88	E	43200	412	REPAIRS-TOOLCAT	REP & MAINT VEH	1134499
WILLMARTH, QUINN	101	04/03/12	\$252.00	E	43200	413	TREE CUTTING SERVICES	TREES	1134407
WILLMARTH, QUINN	101	05/01/12	\$360.00	E	43200	413	20 HRS TREE CUTTING 4-1	TREES	1134436
WILLMARTH, QUINN	101	04/17/12	\$531.00	E	43200	413	TREE CUTTING SERVICE 4	TREES	1134427
TR COMPUTER SALES LLC	101	04/18/12	\$9.00	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	101	04/18/12	\$4.50	E	43200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
MAILFINANCE	101	04/03/12	\$11.37	E	43200	416	LEASE PMT 4/30/12-07/29	REPAIR/MAINT OF	1134398
TR COMPUTER SALES LLC	101	04/18/12	\$2.40	E	43200	416	RECYCLING OLD LAPTOP	REPAIR/MAINT OF	1134498
U S BANK VISA	101	05/01/12	\$1.75	E	43200	420	FASTENAL COMP	R & M BLDGS, ST	1134435
U S BANK VISA	101	05/01/12	\$22.44	E	43200	420	VALLEY TROPHY	R & M BLDGS, ST	1134435
AIR FRESH PORTABLE TOI	101	04/03/12	\$168.72	E	43200	425	TENNIS CT & LAKESIDE PA	SATILLITIES	1134392
AIR FRESH PORTABLE TOI	101	04/30/12	\$295.27	E	43200	425	SATILITES	SATILLITIES	1134438
DEPT 43200 PARKS			<u>\$5,286.02</u>						

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DEPT 43300 CEMETERY									
ECKBERG, LAMMERS, BRI	101	04/18/12	\$362.50	E	43300	300	CEMETERY	PROF SER-LEGAL	1134457
U S BANK VISA	101	04/30/12	\$26.87	E	43300	412	PUBLIC WORKS CREDIT C	REP & MAINT VEH	1134434
CENTURY POWER EQUIP	101	04/17/12	\$53.77	E	43300	412	MOWER PARTS	REP & MAINT VEH	1134450
DEPT 43300 CEMETERY			\$443.14						
FUND 101 GENERAL			\$67,432.26						
FUND 206 WATER/SEWER IMPROVEMENT FUND									
DEPT 41603 SO MN STREET UTILITY PROJECT									
VISU-SEWER	206	04/03/12	\$1,375.36	E	41603	305	2011 FINAL CLEANING AN	PROF SER-CONTR	1134406
DEPT 41603 SO MN STREET UTILITY			\$1,375.36						
FUND 206 WATER/SEWER IMPROVEME			\$1,375.36						
FUND 211 LIBRARY									
DEPT 45500 LIBRARY									
BAKER & TAYLOR	211	04/30/12	\$48.16	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$87.21	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$183.81	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$77.23	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$496.01	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$417.90	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$252.56	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$24.90	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$29.88	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$35.48	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$131.20	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$23.81	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$69.40	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$68.64	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$78.10	E	45500	217	BOOKS	MATERIALS & PR	1134441
BAKER & TAYLOR	211	04/30/12	\$77.87	E	45500	217	BOOKS	MATERIALS & PR	1134441
DEMCO	211	05/01/12	\$31.23	E	45500	220	OPERATING SUPPLIES/LIB	OPERATING SUPP	1134454
ECKBERG, LAMMERS, BRI	211	04/18/12	\$79.75	E	45500	300	SUMMER READING PROGR	PROF SER-LEGAL	1134457
SHARON SIPPEL	211	05/01/12	\$1,500.00	E	45500	302	CLEANING SERVICES/LIBR	CONTRACT SERVI	1134488
SHARON SIPPEL	211	04/03/12	\$1,875.00	E	45500	302	MARCH 2012 LIBRARY CLE	CONTRACT SERVI	1134402
KINDER MELODIES	211	05/01/12	\$600.00	E	45500	302	STORY TIME/LIBRARY	CONTRACT SERVI	1134464
COMCAST	211	04/30/12	\$20.00	E	45500	321	LIBRARY HIGHSPEED INTE	COMMUNICATION	1134452
COMCAST	211	04/05/12	\$191.66	E	45500	321	LIBRARY HIGHSPEED INTE	COMMUNICATION	1134411
NOVA COMMUNICATIONS	211	05/01/12	\$600.00	E	45500	321	MAINT AGREEMENT/LIBRA	COMMUNICATION	1134477
COMCAST	211	04/30/12	\$87.40	E	45500	321	LIBRARY HIGHSPEED INTE	COMMUNICATION	1134452
OFFICE OF ENT TECHNOL	211	05/01/12	\$74.20	E	45500	321	PHONES/LIBRARY	COMMUNICATION	1134478
XCEL	211	04/03/12	\$779.19	E	45500	380	MARCH 2012 - GAS/ELECT	ELECTRIC SERVIC	1134408
XCEL	211	04/03/12	\$593.33	E	45500	381	MARCH 2012 - GAS/ELECT	FUEL FOR HEAT	1134408
WASHINGTON COUNTY LI	211	05/01/12	\$45.29	E	45500	391	OVER DUE NOTICES	SHARED AUTOMA	1134504
WASHINGTON COUNTY LI	211	05/01/12	\$16.36	E	45500	391	BARCODE BLDRS 5-1-11/4-	SHARED AUTOMA	1134504
WASHINGTON COUNTY LI	211	05/01/12	\$69.36	E	45500	391	SOFTWARE LIC. FEE 2.15.	SHARED AUTOMA	1134504
TOSHIBA BUSINESS SOLU	211	05/01/12	\$41.18	E	45500	416	PARTS, LABOR, & TONER/L	REPAIR/MAINT OF	1134497
PLUNKETT S PEST CONTR	211	05/01/12	\$103.27	E	45500	420	SERVICE/LIBRARY	R & M BLDGS, ST	1134480
MINNESOTA ELEVATOR	211	05/01/12	\$157.23	E	45500	420	SERVICE BILLING/LIBRARY	R & M BLDGS, ST	1134473
DEPT 45500 LIBRARY			\$8,966.61						
FUND 211 LIBRARY			\$8,966.61						
FUND 303 GO TIF BOND 1990 DEBT SERVICE									

CITY OF BAYPORT

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MONTHLY EXPENSES 1133133-1134509

Period Name: APRIL

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Desc	Check Nbr
DEPT 41903 DEBT SERVICE									
U S BANK TRUST N.A.	303	04/25/12	\$15,082.50	E	41903	860	2001 GO BOND INTEREST	DEBT SERVICE - I	1134500
			\$15,082.50						
DEPT 41903 DEBT SERVICE									
FUND 303 GO TIF BOND 1990 DEBT SE			\$15,082.50						
FUND 601 WATER									
DEPT 46110 WATER-PUMPHOUSE									
XCEL	601	04/03/12	\$1,674.29	E	46110	380	MARCH 2012 - GAS/ELECT	ELECTRIC SERVIC	1134408
XCEL	601	04/03/12	\$166.43	E	46110	381	MARCH 2012 - GAS/ELECT	FUEL FOR HEAT	1134408
ROETTGER WELDING	601	04/04/12	\$203.06	E	46110	419	METER HOOD-WELL # 2/	REPAIR & MAINT	1134483
DEPT 46110 WATER-PUMPHOUSE			\$2,043.78						
DEPT 46120 WATER									
INNOVATIVE OFFICE SOL	601	04/18/12	\$2.12	E	46120	201	OFFICE SUPPLIES	OFFICE SUPPLIES	1134461
HOLIDAY FLEET	601	04/05/12	\$508.98	E	46120	212	FUEL PURCHASES	MOTOR FUELS & L	1134410
HAWKINS WATER	601	04/17/12	\$78.86	E	46120	216	WATER TESTING	CHEMICALS AND	1134460
U S BANK VISA	601	04/03/12	\$13.69	E	46120	216	PUBLIC WORKS CREDIT C	CHEMICALS AND	1134403
U S BANK VISA	601	04/30/12	\$13.75	E	46120	216	PUBLIC WORKS CREDIT C	CHEMICALS AND	1134434
U S BANK VISA	601	04/30/12	\$29.75	E	46120	216	PUBLIC WORKS CREDIT C	CHEMICALS AND	1134434
HAWKINS WATER	601	04/17/12	\$35.00	E	46120	216	WATER TREATMENT	CHEMICALS AND	1134460
U S BANK VISA	601	04/30/12	\$3.04	E	46120	216	PUBLIC WORKS CREDIT C	CHEMICALS AND	1134434
HAWKINS WATER	601	04/30/12	\$5,602.93	E	46120	216	WATER TREATMENT	CHEMICALS AND	1134460
HAWKINS WATER	601	04/30/12	\$78.86	E	46120	216	WATER TESTING	CHEMICALS AND	1134460
HAWKINS WATER	601	04/30/12	-\$2,209.11	E	46120	216	CONTAINMENT TANK	CHEMICALS AND	1134460
ONE CALL CONCEPTS	601	04/17/12	\$47.95	E	46120	307	GOPHER STATE LOCATES	GOPHER STATE O	1134479
ONE CALL CONCEPTS	601	04/17/12	\$39.25	E	46120	307	GOPHER STATE LOCATES	GOPHER STATE O	1134479
COMCAST	601	04/30/12	\$67.45	E	46120	321	PUBLIC WORKS HIGH SPE	COMMUNICATION	1134452
NEOPOST	601	05/01/12	\$50.00	E	46120	322	POSTAGE FOR POSTAL MA	POSTAGE	001039
STILLWATER GAZETTE	601	05/01/12	\$149.81	E	46120	350	2011 DRINKING WATER	PRINTING & PUBL	1134491
XCEL	601	04/03/12	\$1,035.40	E	46120	380	MARCH 2012 - GAS/ELECT	ELECTRIC SERVIC	1134408
XCEL	601	04/03/12	\$776.08	E	46120	381	MARCH 2012 - GAS/ELECT	FUEL FOR HEAT	1134408
MINNESOTA DEPT OF HEA	601	04/25/12	\$23.00	E	46120	402	WATERWORKS OPERATOR	CONFERENCES &	1134431
ZIEGLER INC.	601	05/01/12	\$401.81	E	46120	412	WORK BOOM REPAIR	REP & MAINT VEH	1134509
U S BANK VISA	601	04/30/12	\$658.27	E	46120	412	PUBLIC WORKS CREDIT C	REP & MAINT VEH	1134434
MAILFINANCE	601	04/03/12	\$11.37	E	46120	416	LEASE PMT 4/30/12-07/29	REPAIR/MAINT OF	1134398
TR COMPUTER SALES LLC	601	04/18/12	\$2.40	E	46120	416	RECYCLING OLD LAPTOP	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	601	04/18/12	\$9.00	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	601	04/18/12	\$4.50	E	46120	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
AIR FRESH PORTABLE TOI	601	04/03/12	\$74.99	E	46120	419	PUMPING - LIFT STATION	REPAIR & MAINT	1134392
MENARDS-STILLWATER	601	04/17/12	\$19.20	E	46120	419	BIT & HANGER	REPAIR & MAINT	1134471
DEPT 46120 WATER			\$7,528.35						
FUND 601 WATER			\$9,572.13						
FUND 602 SEWER									
DEPT 46200 SEWER - OPERATING									
INNOVATIVE OFFICE SOL	602	04/18/12	\$2.15	E	46200	201	OFFICE SUPPLIES	OFFICE SUPPLIES	1134461
BRULIN & COMPANY, INC	602	05/01/12	\$408.76	E	46200	220	LIFT STATION DEGREASER	OPERATING SUPP	1134445
NEOPOST	602	05/01/12	\$50.00	E	46200	322	POSTAGE FOR POSTAL MA	POSTAGE	001039
MINNESOTA POLLUTION	602	04/30/12	\$46.00	E	46200	402	BASIC MANUAL/MATH WO	CONFERENCES &	1134474
MAILFINANCE	602	04/03/12	\$11.37	E	46200	416	LEASE PMT 4/30/12-07/29	REPAIR/MAINT OF	1134398
TR COMPUTER SALES LLC	602	04/18/12	\$4.50	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	602	04/18/12	\$2.43	E	46200	416	RECYCLING OLD LAPTOP	REPAIR/MAINT OF	1134498
TR COMPUTER SALES LLC	602	04/18/12	\$9.00	E	46200	416	COMPUTER CONSULTING	REPAIR/MAINT OF	1134498

CITY OF BAYPORT

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MONTHLY EXPENSES 1133133-1134509

Period Name: APRIL

Search Name	FU	Tran Date	Amount	A c	DEPT	OBJ	Comments	OBJ Descr	Check Nbr
AIR FRESH PORTABLE TOI	602	04/30/12	\$74.99	E	46200	419	LIFT STATION PUMPING	REPAIR & MAINT	1134438
U S BANK VISA	602	04/03/12	\$8.00	E	46200	419	PUBLIC WORKS CREDIT C	REPAIR & MAINT	1134403
DEPT 46200 SEWER - OPERATING			\$617.20						
DEPT 46990 SEWER - NON-OPERATING									
METROPOLITAN COUNCIL	602	04/18/12	\$30,831.96	E	46990	434	MTHLY ANNUAL FLOW	STATE FEES FOR	1134472
DEPT 46990 SEWER - NON-OPERATI			\$30,831.96						
FUND 602 SEWER			\$31,449.16						
FUND 803 P & Z ESCROWS									
DEPT 80012 FRIENDS OF ST. CROIX PREP.									
S E H	803	04/18/12	\$168.16	E	80012	301	FRIENDS OF ST. CROX PRE	PROF SER-ENGIN	1134484
DEPT 80012 FRIENDS OF ST. CROIX			\$168.16						
FUND 803 P & Z ESCROWS			\$168.16						
			\$134,046.18						

City of Bayport

294 North 3rd Street

Bayport, MN 55003

Phone: 651-275-4404

Fax: 651-275-4411

Building Permit Log

For: April, 2012

Printed:5/1/2012

Page1 of 3

Permit Number: BP2012-11	Filing Date: 4/5/2012
Parcel Address: 582 4th St. N.	Bayport, MN 55003
Applicant: PRIME GENERAL CONTRACTORS PRIME GENERAL CONTRACTORS LLC General	Applicant Phone: 952-746-3638
Construction Value: \$11,000.00	Total Fees: \$346.22

Permit Number: BP2012-12	Filing Date: 4/11/2012
Parcel Address: 735 2ND Ave. N.	BAYPORT, MN 55003
Applicant: TODD BENSON OWNER OWNER	Applicant Phone: 651-342-0437
Construction Value: \$2,000.00	Total Fees: \$74.75

Permit Number: BP2012-13	Filing Date: 4/16/2012
Parcel Address: 445 LAKESIDE DRIVE	BAYPORT, MN 55003
Applicant: ZEHM BUILDING CONCEPTS ZEHM BUILDING CONCEPTS RESIDENTIAL BUILDER	Applicant Phone: 651-755-8864
Construction Value: \$22,000.00	Total Fees: \$471.94

Permit Number: BP2012-14	Filing Date: 4/17/2012
Parcel Address: 193 3rd Street N.	BAYPORT, MN 55003
Applicant: J. G. HAUSE CONSTRUCTION J. G. HAUSE CONSTRUCTION RESIDENTIAL	Applicant Phone: 651-439-0189
Construction Value: \$100,000.00	Total Fees: \$4,158.64

Permit Number: BP2012-15	Filing Date: 4/23/2012
Parcel Address: 100 4TH Ave. N.	BAYPORT, MN 55003
Applicant: BERWALD ROOFING COMPANY, BERWALD ROOFING COMPANY, INC. General	Applicant Phone: 651-777-7411
Construction Value: \$546,196.00	Total Fees: \$4,887.79

Building Permit Log

For: April, 2012

Printed:5/1/2012

Page2 of 3

Permit Number: BP2012-16
Parcel Address: 945 INSPIRATION PARKWAY S. BAYPORT, MN 55003
Applicant: DR HORTON, INC MINNESOTA
DR HORTON, INC MINNESOTA RESIDENTIAL
Construction Value: \$254,000.00
Filing Date: 4/24/2012
Applicant Phone: 952-985-7806
Total Fees: \$8,910.24

Permit Number: BP2012-17
Parcel Address: 157 3RD Street S.
Applicant: KEN ELLIS
OWNER OWNER
Construction Value: \$2,000.00
Filing Date: 4/30/2012
Applicant Phone: 651-214-4863
Total Fees: \$74.75

Permit Number: BP2012-18
Parcel Address: 125 6th St. N.
Applicant: LINDUS CONSTRUCTION, INC.
LINDUS CONSTRUCTION, INC. RESIDENTIAL
Construction Value: \$3,970.00
Filing Date: 4/30/2012
Applicant Phone: 715-684-4647
Total Fees: \$110.23

Permit Number: PL2012-10
Parcel Address: 750 Highway 95
Applicant: PIPE DREAM PLUMBING INC.
PIPE DREAM PLUMBING INC. Plumber
Construction Value: \$500.00
Filing Date: 4/30/2012
Applicant Phone: 763-354-4171
Total Fees: \$80.00

Permit Number: PL2012-7
Parcel Address: 193 3rd Street N.
Applicant: VERSANT PLUMBING CO
VERSANT PLUMBING CO Plumber
Construction Value: \$5,400.00
Filing Date: 4/5/2012
Applicant Phone: 763-238-4703
Total Fees: \$80.00

Permit Number: PL2012-8
Parcel Address: 110 4 St. S.
Applicant: BROOKSIDE PLUMBING INC.
BROOKSIDE PLUMBING INC. Plumber
Construction Value:
Filing Date: 4/10/2012
Applicant Phone: 612-718-6649
Total Fees: \$85.00

Building Permit Log

For: April, 2012

Printed:5/1/2012

Page3 of 3

Permit Number: PL2012-9	Filing Date: 4/30/2012
Parcel Address: 15360 34th Street N.	Stillwater, MN 55082
Applicant: DERRICK CUSTOM HOMES, LLC DERRICK CUSTOM HOMES, LLC RESIDENTIAL	Applicant Phone: 715-246-2320
Construction Value:	Total Fees: \$1,430.00

Permit Number: TS2012-4	Filing Date: 4/10/2012
Parcel Address: 293 3RD St. N.	BAYPORT, MN 55003
Applicant: PEOPLES CONGR CHURCH OWNER OWNER	Applicant Phone:
Construction Value:	Total Fees: \$25.00

Permit Number: TS2012-5	Filing Date: 4/9/2012
Parcel Address: 309 4th Street N.	Bayport, MN 55003
Applicant: ANDERSEN ELEMENTARY OWNER OWNER	Applicant Phone:
Construction Value:	Total Fees: \$25.00



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 444 Cedar Street, Suite 222, St. Paul, MN 55101
 651-201-7500 Fax 651-297-5259 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization: Bayport Marina Assoc. Date organized: 1988 Tax exempt number: _____

Address: 200 Fifth Ave. So. City: Bayport State: Minnesota Zip Code: 55033

Name of person making application: Kathy Curtis Business phone: 651-439-2040 Home phone: _____

Date set ups will be sold: May 19, 2012 Type of organization:
 Club Charitable Religious Other non-profit

Organization officer's name: Russell Sheaffer City: Bayport State: Minnesota Zip: 55003

Add New Officer Bayport Marina Commodore

Location where permit will be used. If an outdoor area, describe.
Bayport Marina - member social in Clubhouse / patio / Parking Lot

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

Bayport
 City/County

\$50.00
 City Fee Amount

April 16, 2012
 Date Fee Paid

 Date Approved

 Permit Date

 Signature City Clerk or County Official

 Approved Director Alcohol and Gambling Enforcement

NOTE: Submit this form to the city or county 30 days prior to event. Forward application signed by city and/or county to the address above. If the application is approved the Alcohol and Gambling Enforcement Division will return this application to be used as the permit for the event.



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: April 12, 2012
To: Mayor and City Council
Mitch Berg, City Administrator
From: Chief of Police Laura Eastman
Subject: Joint Powers Agreement with Bureau of Criminal Apprehension

BACKGROUND

In July of 2011, the City Council adopted Resolution No. 11-21A, approving a State of Minnesota Joint Powers Agreement (JPA) with the city to access the Bureau of Criminal Apprehension (BCA) computer system. The JPA executed at that time only related to the city attorney's ability to gain access to the BCA computer system. At this time, the BCA would like to execute the same JPA on behalf of the Police Department. If approved, the JPA will be in effect for five years.

RECOMMENDATION

Staff recommends the City Council adopt a motion to allow the Police Department to enter into a Joint Powers Agreement with the Bureau of Criminal Apprehension to continue to receive access to secured information via the Minnesota Criminal Justice Data Communications Network.



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: April 25, 2012
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Subject: Amendments to the fire service contract with the City of Oak Park Heights

BACKGROUND

With the city having amended the fire protection agreements for West Lakeland and Baytown townships, the City of Oak Park Heights requested that the City of Bayport amend their agreement to be similar to other neighboring city and township fire contract agreements.

As a result, the city modeled the new agreement with Oak Park Heights in a similar fashion to the two township agreements that were approved at the March 5, 2012 Bayport City Council meeting. The city's legal counsel has reviewed the proposed amended agreement and recommends approval.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving the amended fire service contract for the City of Oak Park Heights, as proposed.

**CITY OF OAK PARK HEIGHTS AND CITY OF BAYPORT
2012 CONTRACT TO FURNISH FIRE PROTECTION**

THIS AGREEMENT is made this _____ day of _____, 2012, by and between the City of Bayport (“Bayport”) and the City of Oak Park Heights (“Oak Park Heights”).

1. Recitals. Bayport maintains medical rescue service equipment and fire-fighting trucks equipped with hose and water tanks suitable for use in the protection of property against loss by fire in urban and rural areas outside of Bayport corporate limits. Oak Park Heights does not maintain medical rescue service equipment or fire-fighting equipment of its own, and desires to purchase the services of the City of Bayport for fire and medical rescue services within the limits of Oak Park Heights.

2. Provision of Vehicle(s), Equipment and Personnel. In consideration of the premises and the mutual covenants hereinafter contained, Bayport agrees, subject to the terms and conditions hereinafter set forth, upon call for fire or medical rescue services within Oak Park Heights requesting Bayport’s assistance for emergency medical rescue service or for fighting fires, to send a vehicle or vehicles, equipment and driver and additional personnel, if available, with reasonable dispatch to said medical rescue emergency or fire. The Bayport Fire Chief or his agent shall have the unfettered discretion to dispatch such vehicle(s), equipment and personnel, if any, they deem as necessary to respond to said call. Upon arrival at the scene of the fire or medical rescue emergency, as the case may be, the driver and other personnel furnished by Bayport shall use said vehicle(s) and equipment as may be necessary in fighting said fire or providing emergency medical rescue services.

3. Payment for Services. The cost to Oak Park Heights for the services provided by this Agreement is One Hundred Fifty Eight Thousand Three Hundred and Eighty Dollars (\$158,380.00) for the one-year period of this Agreement, payable in four equal payments in January, April, July and October. This amount shall be paid regardless of whether the services of Bayport contemplated by this Agreement are utilized by Oak Park Heights. The computation for services to be provided hereunder is consistent with the formulas previously agreed upon allocating the costs of these services between Bayport, Oak Park Heights, the Town of West Lakeland, and the Town of Baytown, all of which are within Bayport’s service area for fire and medical rescue services.

4. Operations. The operation of the vehicle(s) and the direction of their use at the scene of the fire or medical rescue emergency, together with said equipment, shall be directed by the Chief, or Assistant Chief, of the Bayport Fire Department if they are present at the fire or medical rescue emergency. Otherwise, said operation and direction shall be in the charge of the driver of said vehicle(s) deployed to the fire or medical rescue emergency.

5. Insurance Coverage. Bayport shall maintain general liability insurance for its services rendered under this Agreement and shall include Oak Park Heights as an additional insured for the term of this Agreement and any extension thereof. Bayport shall maintain insurance equal to or greater than the maximum liability applicable to municipalities as set forth

in Minnesota Statutes, Section 466.04, Subdivision 1, as amended. Bayport shall also maintain inland marine, automobile, and property insurance coverage. Bayport shall provide Oak Park Heights proof of such insurance coverage and the additional insured endorsement naming Oak Park Heights annually, by the anniversary date of this Agreement. Bayport shall also maintain workers' compensation coverage as required by law.

6. Indemnification. Bayport agrees to defend and indemnify Oak Park Heights against any claims brought or actions filed against Oak Park Heights or any officer, employee, or volunteer of Oak Park Heights for injury to, death of, or damage to the property of any third person or persons, arising from Bayport's performance of services under this Agreement. Under no circumstances, however, shall Bayport be required to pay on behalf of itself and Oak Park Heights, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466, applicable to any one party. The limits of liability for Oak Park Heights and Bayport may not be added together to determine the maximum amount of liability for Bayport. The intent of this subdivision is to impose on Bayport a limited duty to defend and indemnify Oak Park Heights for claims arising out of the performance of this Agreement subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating this duty to defend and indemnify is to simplify the defense of claims by eliminating conflicts between the parties and to permit liability claims against both parties for a single occurrence to be defended by a single attorney.

7. No Waiver. Nothing herein shall be construed to waive or limit any immunity from, or limitation on, liability available to either party, whether set forth in Minnesota Statutes, Chapter 466 or otherwise.

8. Good Faith; Availability of Vehicle(s), Equipment and Personnel. Bayport will act in good faith in sending vehicle(s), equipment and personnel to any fire or medical rescue emergency, and no liability shall attach to Bayport by reason of any such fire or medical rescue emergency or by reason of any negligent act or omission of the driver(s) or any of the personnel sent by Bayport in connection with the work of fighting any fire or providing medical rescue services; and it is particularly understood that Bayport will not be obligated to send vehicle(s), equipment and personnel upon call therefor unless, in the unfettered judgment of the Bayport Fire Chief or his agent, said vehicle(s), equipment and personnel are not required at the time in connection with fighting any fire or providing medical rescue services existing elsewhere in Bayport's service area. Shall road or weather conditions be, in the unfettered judgment of the Bayport Fire Chief or his agent, unfavorable in furnishing of vehicle(s), equipment and personnel at the time, Bayport is not obligated to respond to said call, and should a medical rescue emergency arise or a fire start within the corporate limits of Bayport during the time such vehicle(s), equipment and personnel are traveling to a fire or medical rescue emergency arising in Oak Park Heights, the vehicle(s), equipment and personnel may be taken or sent back to Bayport, in the unfettered judgment of the Bayport Fire Chief or his agent. Bayport and its officers, employees and volunteers shall not be liable to Oak Park Heights or any other person for any failure to furnish assistance under this Agreement or for recalling assistance as provided herein. The parties hereto understand and agree that Bayport will endeavor to reasonably provide the services indicated herein given the circumstances, but Bayport makes no guarantees that the services it actually provides in a given situation will meet any particular criteria or standard.

9. Ownership. Bayport owns the buildings, vehicles and equipment associated with its Fire Department and the amounts paid by Oak Park Heights hereunder do not give rise to any ownership interest in, or responsibility towards, those items.

10. Termination. Unless otherwise amended or continued by agreement of the parties hereto, this Agreement shall terminate on February 28, 2013.

11. Service Contract. This Agreement is a service contract. The parties do not intend to undertake or create, and nothing herein shall be construed as creating, a joint powers agreement, joint venture, or joint enterprise between the parties.

12. Severability. The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or otherwise unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement in duplicate on the day and year first above written.

CITY OF BAYPORT, MINNESOTA

Its Mayor

Date

Its City Administrator

Date

CITY OF OAK PARK HEIGHTS, MINNESOTA

Its Mayor

Date

Its City Administrator

Date



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: April 25, 2012
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Subject: Vending services agreement with Bayport Fire Relief Association for Lakeside Park

BACKGROUND

The city operated a concession area within the Lakeside Park beach house during the summers of 2008 and 2009. However, the concessions were terminated due to an inability to generate a positive cash flow. In addition, the concessions area restricted the rental of the facility for private events.

In response to numerous requests to provide concessions, the city solicited proposals for private vending services, but unfortunately no proposals were received. As such, staff approached the Bayport Fire Relief Association (BFRA) with a proposal to purchase and maintain a vending machine at the park, with the BFRA to retain 90% and the city to collect 10% of the gross profit.

At their last meeting, the BFRA approved the proposed Vending Services Agreement, which is attached for your consideration. In summary, the agreement states:

- The BFRA will purchase and donate the vending machine to the city (BFRA does not have proper liability insurance to own the machine)
- The BFRA will be responsible for the financial bookkeeping associated with the operation of the vending machine and provide the city with 10% of the gross profit
- The BFRA will be responsible for all stocking, repair, and maintenance costs associated with the machine (including the processing and issuing of refunds)

RECOMMENDATION

Staff recommends the City Council authorize the City Administrator and Mayor to enter into a Vending Services Agreement with the Bayport Fire Relief Association for the operation of a vending machine in Lakeside Park.

**CITY OF BAYPORT
VENDING SERVICES AGREEMENT**

This Vending Services Agreement (“Agreement”) is made and entered into by and between the City of Bayport (“City”) and the Bayport Fire Relief Association (“BFRA”).

The service(s) called for by this Agreement shall commence on _____. This Agreement shall continue unless terminated by either party upon sixty (60) days written notice. This Agreement is binding only when signed by both parties. Any modifications or amendments to the Agreement must be in writing and signed by both parties.

RECITALS AND DEFINITIONS

1. The City is the owner of the subject property commonly known as Lakeside Park, which is located at 2 Central Avenue, in the City of Bayport, Washington County, State of Minnesota.
2. BFRA is a non-profit, tax exempt association consisting of six (6) members and three (3) ex-officio members with the purpose of providing a pension, disability and death benefits to its volunteer fire members.

TERMS AND CONDITIONS

1. The BFRA shall be permitted to operate a vending machine within Lakeside Park between April 1 and October 31.
2. The BFRA shall be able to retain 90% of the monthly gross sales of the machine, while the City is to receive the remaining 10%.
3. The parties acknowledge that the vending machine will be donated to and owned by the City.

DUTIES AND RESPONSIBILITIES

1. City Duties and Responsibilities
 - A. The City shall provide electricity for the vending machine.
 - B. The City shall provide closed circuit television coverage of the vending machine, provided it is located within range of the cameras at Lakeside Park.
 - C. The City shall store the vending machine out of the elements between November 1 and March 31.
 - D. The City shall provide property and liability insurance per current statutory limits.
2. BRFA Duties and Responsibilities
 - A. The BFRA shall be responsible for the financial bookkeeping associated with the operation of the vending machine.

- B. The BFRA shall submit to the City 10% of the gross profit, along with monthly supporting documentation to detail how the gross profits for the vending machine were calculated, by the 15th of each month.
- C. The BFRA shall be responsible for all stocking, repair and maintenance costs associated with the vending machine.
- D. The BFRA shall be responsible for moving the vending machine, should the City require it to be stored or relocated.
- E. The BFRA shall be responsible for handling and issuing all necessary refunds associated with the machine within five (5) working days of any request.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by and through their respective authorized officers, as of the date written herein below.

CITY OF BAYPORT

Mitchell Berg, City Administrator

Date: _____

Susan St. Ores, Mayor

Date: _____

BAYPORT FIRE RELIEF ASSOCIATION

Charles Oswald, President

Date: _____

Mike Galowitz, Secretary

Date: _____



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
 Fax 651-275-4411
<http://www.ci.bayport.mn.us>

City of Bayport
SPECIAL EVENT APPLICATION

A special event application form is required for individuals or organizations who wish to hold a public or private event in the city and require the use of city property and/or special city services. For most special events, City Council approval is required. Therefore, it is important to plan ahead and submit the application form to City Hall at least two weeks prior to a regularly scheduled City Council meeting, which is usually held the first Monday of the month. For example, if the proposed event is to be held on June 15, 2010, the special event application form and fee must be submitted by May 24, 2010 in order to be considered at the June 7, 2010 City Council meeting.

Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

Property Information	LAKE SAND PARK		
Address:			
City:	Bayport	State:	Minnesota Zip Code: 55003
Owner Name:			
Home Phone Number:		Work/Cell Phone Number:	
Owner Address:			
City/State/Zip:			

Applicant Information	<input type="checkbox"/> Individual/For-profit organization	<input checked="" type="checkbox"/> Public entity/Non-profit organization
Applicant Name: MAKE-A-WISH FOUNDATION OF MN (VALERIA LA ROSA)		
Home Phone Number:		Work/Cell Phone Number: 612-767-2755 (w) 952-412-6884 (c)
Address: 615 FIRST AVE NE, STE 415		
City/State/Zip: MINNEAPOLIS, MN 55413		
Email Address: VLAROSA@WISHMN.ORG		

Description of Request	
We would like to use a portion of the beach area to finish our 5K open water swimming race. * Beach area to be determined.	
Event Information	Start Date: Aug. 26, 2012 End Date: Aug. 26, 2012
Days of Operation (check all that apply)	
<input checked="" type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday	
Hours of Operation:	
Weekdays:	
Weekends: Aug 26, 2012 10am - 4pm	

Requested City Assistance and/or Services

No assistance is requested.
 THE BALL FIELD WILL BE RESERVED AND TENTS (SMALL) TO BE
 SET UP FOR SWIMMERS TO CHANGE.

STAFF HAS DETERMINED OPTION A WOULD BEST
 ACCOMMODATE THE EVENT.

Application Process and Fees

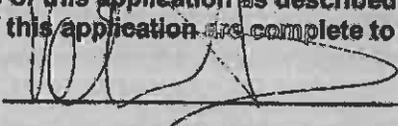
The processing fee for the application and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

Attachments to be submitted with application

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNeil O'Neil at 651-779-5015.
- If the request involves cooked/prepared food or beverages, the applicant must provide a copy of all license applications required by Washington County Public Health and Environment for City Council approval. For license information, please contact 651-430-6655.

The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant: 

Date: 4/17/12

Property Owner: _____

Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee <i>✓ Verified</i> \$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input checked="" type="checkbox"/> \$15.00 <i>CASH</i> <input type="checkbox"/> \$50.00	<i>4/17/12</i>	<i>CASH</i>	<i>Fjh</i>
Escrow or cost incurred				



OPEN WATER SWIM FOR WISHES

About Make-A-Wish® Minnesota

Founded in 1982, Make-A-Wish Minnesota has granted more than 3,800 wishes to children across the state. The Make-A-Wish Foundation grants the wishes of children with life-threatening medical conditions to enrich the human experience with hope, strength and joy. It is the largest wish-granting charity in the world, with 65 chapters in the United States and its territories.



The picture on the right shows wish child Chloe, having her wish granted. Chloe is 11 years old, lives in Stillwater and battles Spina Bifida.

"I wish to go to Hawaii!" Chloe

About Open Water Swim for Wishes

Make-A-Wish MN is organizing a 5K open water swim for up to 100 swimmers to benefit its mission.

Date: Sunday August 26, 2012

Time: The swim will start at 8am and the last swimmers should be finishing early in the afternoon.

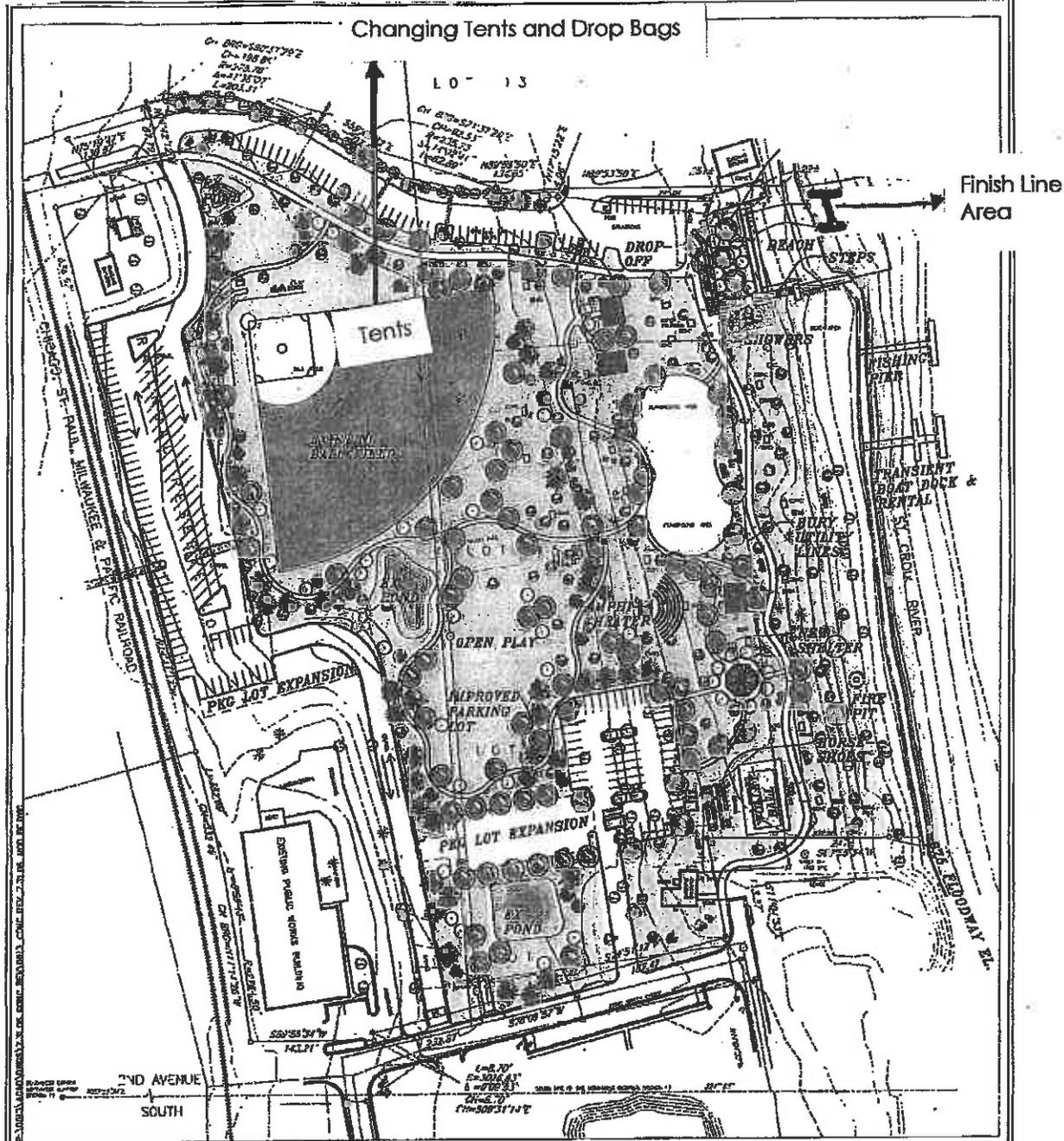
Location:

- Start Line: Lowell Park, Stillwater (by The Freight House)
- Proposed Finish Line: Lakeside Park, Bayport
 - **Option A:** Lakeside Park: sandy beach. This is our preferred option, and we would only use a portion of this area. It will be a staggered start, for a more convenient distribution of participants in the water and the finish line. (diagram A)
 - **Option B:** Lakeside Park: rocky beach by Shelter #2 (diagram B)
- Finish line elements:
 - Finish line sign
 - Two small tents will be set up for swimmers to change.
 - Each swimmer will have a drop bag by the tent area.
 - Spaces that have been reserved at Lakeside Park are the ball field, volleyball court and picnic shelter #2. The actual use of these areas will be determined by the selected Finish Line option.
 - After the participants have changed they will be transported back to Freight House by Stillwater Trolley Co. The shuttles will run from until 2pm.

Current local event partners include Freight House and Stillwater Trolley Co. We are very excited to be working with the Bayport and Stillwater communities and will respectfully carryout all activities with upmost respect.

We thank the City of Bayport for reviewing this information and for its support. Wishes can't come true without people who care. Some volunteer, some donate, some allow wish kids to take part in their busy lives. But every way they contribute allows us to **share the power of a wish®**.

OPEN WATER SWIM FOR WISHES – Diagram A



LAKE SIDE PARK

BAYPORT, MINNESOTA
MASTER PLAN
AUGUST 2006





City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
 Fax 651-275-4411
<http://www.ci.bayport.mn.us>

City of Bayport
SPECIAL EVENT APPLICATION

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Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

Property Information	
Address:	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: OLIVIER VRAMBOUT	
Home Phone Number: 612-578-3944	Work/Cell Phone Number: 612-578-3944
Owner Address:	
City/State/Zip: 9 POINT ROAD, BAYPORT MN 55082	

Applicant Information	<input checked="" type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: OLIVIER VRAMBOUT		
Home Phone Number: 612-578-3944	Work/Cell Phone Number:	
Address:		
City/State/Zip: 9 POINT ROAD BAYPORT MN 55003		
Email Address:		

Description of Request	2ND AVE S	
TRIAL TRIAL, STARTING AT BOB SA AUTO and FINISHING AT BARKER'S ALPS 125 miles total.		
Event Information	Start Date: 6/23/12	End Date: 6/23/12
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: 5:30 PM TO 7 PM		
Weekends: SATURDAY JUNE 23, 2012		

Requested City Assistance and/or Services

PHILIP CASTMAN HAS BEEN CONTACTED, and FINAL DETAILS FOR OFFICERS WOULD NEED TO BE ADDRESSED, ACCORDING TO HER SUGGESTION. REQUEST FOR STREET CLOSURE ~~2nd~~ AVENUE SOUTH "FROM HWY 95 TO STATE STREET" 2nd

Application Process and Fees

The processing fee for the application and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

Attachments to be submitted with application

- A diagram of the proposed premises
- If the request involves the sale of produce, uncooked meat, or dairy, etc., the applicant must provide a copy of all license applications required by the Department of Agriculture for City Council approval. For license information, please contact JoNell O'Neil at 651-779-5015.
- If the request involves cooked/prepared food or beverages, the applicant must provide a copy of all license applications required by Washington County Public Health and Environment for City Council approval. For license information, please contact 651-430-6655.

The undersigned understand that this application will be processed in accordance with established city review procedures at such time as it is deemed complete. Failure by the applicant to supply accurate and necessary information as requested by the city may be cause for denying this application.

The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant: 

Date: 4/2/12

Property Owner: OLIVIERO W/ M BOUT

Date: 4/2/12

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee \$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	4/3/12	CK #2101	Kjh
Escrow or cost incurred			The Biker Du Nord	



City of Bayport
 294 North 3rd Street
 Bayport, MN 55003
 Phone: 651-275-4404
 Fax: 651-275-4411

City of Bayport Donation Program Information Form

Donor Name: SUE GROTH / CAROL HAGREN Resident Nonresident
 Please print
 Address: 2177 Burke Ave #14 1501 Benson Blvd W
 City/State/Zip: N. St. Paul, MN 55109 Stillwater, MN 55082
 Home Phone Number: 651-206-0022 - 651-439-7711 (Carol) Alternate Phone Number:
 Email: Sue

Organization (if applicable):
 I wish to donate the following to the city:
 Bench with dedication plaque - \$1,000.00 Waste receptacle - \$500.00
 Tree - \$250.00
 General improvement donation of \$ _____ for city parks cemetery

I wish the text on the bench plaque to read as follows (please refer to text samples on reverse side of form, and print desired text below):
Sample #1
Barbara J. Groth
Dec 29th 1946 - March 20 - 2012
By her loving family & friends
this 21st day of May 2012

Donor Acknowledgement
 I understand that as the designated donor, this donation will be used toward the purchase of a bench, tree, or general park/cemetery improvement, as specified above. I also understand that depending on availability, lead time, and weather conditions, it could take up to one (1) year to install a bench or tree; however, the city will make every effort to complete the installation as soon as possible. I also understand that the city has been given only an approximate size for the dedication plaque. Hence, if I have selected to donate funds for a bench, the city has my permission to format and size the text above accordingly, in order to fit the text on the plaque. Should it be necessary to change any of the text content for any reason, I am aware that I will be contacted by the city.
 Donor Signature: [Signature] Date: 4-30-12

OFFICE USE
 Staff Notes (INCLUDE REQUESTED PLACEMENT SITE):
Requests bench replacement on NE corner of Shelter #2, per conversation w/m. Horak. Requesting brick pavers instead of cement slab.

Donation amount received: \$1,000.00 Date received: 4/30/12
 Payment method: Cash Check # 17325 (Rickie Benson)



City of Bayport
 294 North Third Street
 Bayport, Minnesota 55003
 Phone 651-275-4404
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City of Bayport
SPECIAL EVENT APPLICATION

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Property Information	
Address: 1015 1st St NE Barkers Alps	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name: City of Bayport	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

Applicant Information	<input type="checkbox"/> Individual/For-profit organization	<input type="checkbox"/> Public entity/Non-profit organization
Applicant Name: Rachel Scattum		
Home Phone Number:	Work/Cell Phone Number:	
(651) 439-6792	(651) 402-3333	
Address: 492 3rd Ave. N		
City/State/Zip: Bayport, MN 55003		
Email Address: rachann21@hotmail.com		

Description of Request	
Wedding	
Event Information	Start Date: July 28 th , 2012 End Date: July 28 th , 2012
Days of Operation (check all that apply)	
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input checked="" type="checkbox"/> Saturday	
Hours of Operation:	
Weekdays:	
Weekends: 11am - 5pm	

Requested City Assistance and/or Services

Could the grass be cut a couple days prior to the ceremony?
 I will be bringing in my own chairs, with set-up by shelter area

Application Process and Fees

The processing fee for the application and must be submitted with the application form to City Hall. Any additional fees and expenses associated with this request are the responsibility of the applicant/property owner, and will be billed to the applicant/property owner by the city.

Attachments to be submitted with application

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Applicant: Rachel A. Scattum

Date: 4/3/12

Property Owner: _____

Date: _____

Office Use - Dept. Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee \$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input type="checkbox"/> \$15.00 <input checked="" type="checkbox"/> \$50.00	4/3/12	CASH	Kjh
Escrow or cost incurred				



City of Bayport
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City of Bayport
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Following the City Council meeting, city staff will inform the applicant whether or not the event was approved. City staff will also work with the applicant to coordinate special requests for city services associated with the event.

Property Information	
Address:	
City: Bayport	State: Minnesota Zip Code: 55003
Owner Name:	
Home Phone Number:	Work/Cell Phone Number:
Owner Address:	
City/State/Zip:	

Applicant Information	<input type="checkbox"/> Individual/For-profit organization	<input checked="" type="checkbox"/> Public entity/Non-profit organization
Applicant Name: <i>Bayport Community Action League</i>		
Home Phone Number:	Work/Cell Phone Number:	
<i>Cheryl Hansen 275-4800</i>		
Address: <i>P.O. Box 133</i>		
City/State/Zip: <i>Bayport, MN 55003</i>		
Email Address: <i>Chansen@preshomes.org</i>		

Description of Request
<i>Bayport Community ice cream social Lakeside Park Beach House</i>

Event Information	Start Date: <i>6-13-12</i>	End Date: <i>6-13-12</i>
Days of Operation (check all that apply)		
<input type="checkbox"/> Sunday <input type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input checked="" type="checkbox"/> Wednesday <input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday		
Hours of Operation:		
Weekdays: <i>6:30 - 8:30 PM</i>		
Weekends:		

Requested City Assistance and/or Services

- Access to beach house
 - Trash receptacles
 - Use of the ice cream freezer
 - Power to beach house turned on
 - Water to beach house turned on
 - move additional picnic tables to grassy area between beach house, pavillions, playground & parking lot
 - Waive Rental Fee for beach house (MANDATORY FEE BY ORDINANCE)
- Please Note: Ice cream is pre-packaged in sealed cups. All toppings are self serve from sealed squeeze/shaker containers.

Application Process and Fees

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The undersigned hereby apply for the request as stated in this application form and in understanding the conditions of this application as described above, declare that the information and materials submitted in support of this application are complete to the best of their knowledge.

Applicant: Cheryl Hawtin-Beal Date: 3-28-12
member

Property Owner: _____ Date: _____

Office Use - Dept Review	Inspection	Date	Approved/Denied	Inspector
Administration	<input type="checkbox"/> Site Inspection			
Office Use - Fees	Amount Received	Date Received	Method of Payment	Staff Initials
Processing Fee	<input checked="" type="checkbox"/> \$15.00	3/29/12	CK # 2243	Kjh
\$15.00-Public entity/Non-profit \$50.00-Individual/For-profit	<input type="checkbox"/> \$50.00			
Escrow or cost incurred				



Bayport Fire Department

294 N. 3rd Street • Bayport, MN. 55003 • Hall (651) 439-6992 • Fax (651)
351-7051

5/1/2012

To:
Honorable Mayor and council members
Mitch Berg, City Administrator
City Staff

RE: Deputy Chief and Captain's positions

I am pleased to announce that Mike Galowitz has accepted the position as Deputy Chief. Mike has been with the department for over twelve years and has held a variety of positions including engineer, department/relief association secretary as well as rescue captain. He will be replacing Matt Bell who has served this position for nine years. We wish to thank Matt for his excellent service in this capacity. Matt will be remaining on the department and serving as engineer/firefighter.

I would also like to introduce two new captains that are being moved up to our officer level. They are Jake Eisinger and Brandon Johnson. They are replacing the vacancies left by Mike and another captain, Jeff Hafeman who has recently retired with thirty years of service.

Respectfully submitted,

Mike Bell
Fire Chief

CITY OF BAYPORT
AUDITED FINANCIAL STATEMENTS
DECEMBER 31, 2011

SCHLENNER WENNER & CO.
Certified Public Accountants
& Business Consultants

**CITY OF BAYPORT
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**INTRODUCTORY
SECTION**

**CITY OF BAYPORT
CITY COUNCIL AND OFFICIALS
FOR THE YEAR ENDED DECEMBER 31, 2011**

CITY COUNCIL

		<u>Term Expires</u>
Susan St. Ores	Mayor	December 31, 2012
Connie Carlson	Council Member	December 31, 2012
Michele Hanson	Council Member	December 31, 2014
Mark Ostertag	Council Member	December 31, 2014
Dan Goldston	Council Member	December 31, 2012

CITY OFFICIALS

Mitch Berg	City Administrator
Wanda Madsen	Finance Officer
Sara Taylor	Assistant City Administrator

**FINANCIAL
SECTION**

INDEPENDENT AUDITORS' REPORT

May 1, 2012

Honorable Mayor and City Council
City of Bayport
Bayport, Minnesota

We have audited the accompanying financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Bayport, Minnesota, as of and for the year ended December 31, 2011, which collectively comprise the City's basic financial statements as listed in the table of contents. These financial statements are the responsibility of the City's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control over financial reporting. Accordingly, we express no such opinion. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information City of Bayport, Minnesota, as of December 31, 2011, and the respective changes in financial position and cash flows, where applicable, thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As discussed in Note 1.G. to the financial statements, the entity has adopted Government Accounting Standards Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54).

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information, listed in the table of contents as required supplementary information, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

An Independently Owned Member, McGladrey Alliance

www.swcocpas.com

St. Cloud

830 Roosevelt Rd. Ste. 201
P.O. Box 1496
St. Cloud, MN 56302
320.251.0286

Little Falls

109 E. Broadway
P.O. Box 365
Little Falls, MN 56345
320.632.6311

Albany

115 6th St.
P.O. Box 268
Albany, MN 56307
320.845.2940

Maple Lake

201 Division St. W.
P.O. Box 385
Maple Lake, MN 55358
320.963.5414

Monticello

202 W. 3rd St.
P.O. Box 755
Monticello, MN 55362
763.295.5070

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The combining and individual nonmajor fund financial statements and other schedules, listed in the table of contents as other supplementary information, are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audits of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Schlenner Wenner & Co

SCHLENNER WENNER & CO.

St. Cloud, Minnesota

**REQUIRED SUPPLEMENTARY
INFORMATION**

**CITY OF BAYPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2011**

Our discussion and analysis of the City of Bayport's financial performance provides an overview of the City's financial activities for the year ended December 31, 2011. Please read it in conjunction with the transmittal letter on page one and the City's financial statements, which begin on page ten.

FINANCIAL HIGHLIGHTS

- The City's net assets increased approximately \$379,000 compared to the prior year as a result of this year's operations.
- The City closed the Perro Creek Fund in 2011.
- In the City's business-type activities, revenues increased approximately \$189,000 (or 21.0 percent) while operating expenses increased approximately \$69,000.
- Total cost of all of the City's programs increased approximately \$72,000 (or 2.0 percent).
- The City of Bayport was certified at \$439,964 with \$38,480 in market value credits expected. However, the City actually received in local government aid approximately \$337,000 and no market value credits were received.
- The City's general fund generated more revenue than budgeted of approximately \$199,000 excluding transfers resulting from the closure of the Perro Creek Fund. Expenditures were less than budgeted by approximately \$158,000 including transfers to other funds that were budgeted for but did not occur.

USING THIS ANNUAL REPORT

This annual report consists of series of financial statements. The Statement of Net Assets and the Statement of Activities (on pages twelve and thirteen) provide information about the activities of the City as a whole and present a longer-term view of the City's finances. Fund financial statements start on page fourteen. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the City's operations in more detail than the government-wide statements by providing information about the City's most significant funds. The remaining statements provide financial information about activities for which the City acts solely as a trustee or agent for the benefit of those outside of the government.

Reporting the City as a Whole

Our analysis of the City as a whole begins on page twelve. One of the most important questions asked about the City's finances is, "Is the City as a whole better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the City as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the City's net assets and changes in them. You can think of the City's net assets—the difference between assets and liabilities—as one way to measure the City's financial health, or financial position. Over time, increases or decreases in the City's net assets are one indicator of whether its financial health is improving or deteriorating. You will need to consider other nonfinancial factors, however, such as changes in the City's property tax base and the condition of the City's roads, to assess the overall health of the City.

**CITY OF BAYPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2011**

USING THIS ANNUAL REPORT (Continued)

Reporting the City as a Whole (Continued)

In the Statement of Net Assets and the Statement of Activities, we divide the City into two kinds of activities:

- **Governmental Activities** – Most of the City's basic services are reported here, including the police, fire, public works, and parks departments, and general administration. Property taxes, special assessments, licenses, permits and fees, and state aids finance most of these activities.
- **Business-type Activities** – The City charges a fee to customers to help it cover all or most of the cost of certain services it provides. The City's water and sewer systems are reported here.

Reporting the City's Most Significant Funds

Our analysis of the City's major funds begins on page fourteen. The fund financial statements begin on page fourteen and provide detailed information about the most significant funds-not the City as a whole. Some funds are required to be established by State law and by bond covenants. However, the City Council may establish other funds to help it control and manage money for particular purposes or to show that it is meeting legal responsibilities for using certain taxes, grants, and other money. The City's two kinds of funds, governmental and proprietary, use different accounting approaches.

- **Governmental Funds** – Most of the City's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the City's general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the City's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in reconciliation at the bottom of the fund financial statements.
- **Proprietary Funds** – When the City charges customers for the services it provides these services are generally reported in proprietary funds. Proprietary funds are reported in the same way that all activities are reported in the Statement of Net Assets and the Statement of Activities. In fact, the City's enterprise funds are the same as the business-type activities we report in the government-wide statements but provide more detail and additional information, such as cash flows, for proprietary funds.

**CITY OF BAYPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2011**

THE CITY AS A WHOLE

The City's combined net assets increased approximately \$379,000 from a year ago. Our analysis below focuses on the net assets (Table 1) and changes in net assets (Table 2) of the City's governmental and business-type activities.

**Table 1
Net Assets**

	Governmental Activities		Business-Type Activities		Total Government	
	2011	2010	2011	2010	2011	2010
Current & Other Assets	\$ 11,412,828	\$ 11,031,066	\$ 2,852,881	\$ 2,850,118	\$ 14,265,709	\$ 13,881,184
Net Capital Assets	<u>14,486,703</u>	<u>14,696,100</u>	<u>7,096,641</u>	<u>7,066,238</u>	<u>21,583,344</u>	<u>21,762,338</u>
Total Assets	25,899,531	25,727,166	9,949,522	9,916,356	35,849,053	35,643,522
Long-Term Debt Outstanding	690,000	795,000	-	-	690,000	795,000
Other Liabilities	<u>182,372</u>	<u>248,672</u>	43,799	45,781	<u>226,171</u>	<u>294,453</u>
Total Liabilities	872,372	1,043,672	43,799	45,781	916,171	1,089,453
Net Assets:						
Invested in Capital Assets, Net of Debt	13,796,703	13,901,100	7,096,641	7,066,238	20,893,344	20,967,338
Restricted	2,368,590	2,960,373	-	-	2,368,590	2,960,373
Unrestricted	<u>8,861,866</u>	<u>7,822,021</u>	<u>2,809,082</u>	<u>2,804,337</u>	<u>11,670,948</u>	<u>10,626,358</u>
Total Net Assets	<u>\$ 25,027,159</u>	<u>\$ 24,683,494</u>	<u>\$ 9,905,723</u>	<u>\$ 9,870,575</u>	<u>\$ 34,932,882</u>	<u>\$ 34,554,069</u>

Net assets of the City's governmental activities increased by 1.4 percent (approximately \$353,000). Unrestricted net assets—the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements—increased by approximately \$918,000 compared to the prior year.

The net assets of the City's business-type activities increased by approximately \$26,000. Operations were comparable to the prior year.

**CITY OF BAYPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2011**

THE CITY AS A WHOLE (Continued)

**Table 2
Changes in Net Assets**

	Governmental Activities		Business-Type Activities		Total Government	
	2011	2010	2011	2010	2011	2010
REVENUE						
Charges for Services	\$ 576,550	\$ 579,504	\$ 943,681	\$ 859,512	\$ 1,520,231	\$ 1,439,016
Grants and Contributions	254,846	273,452	56,587	-	311,433	273,452
Taxes	1,295,725	1,164,485	-	-	1,295,725	1,164,485
Intergovernmental	340,913	343,980	-	-	340,913	343,980
Unrestricted Investment Income	340,665	290,658	87,898	39,442	428,563	330,100
Other	88,190	37,103	-	-	88,190	37,103
Total Revenues	2,896,889	2,689,182	1,088,166	898,954	3,985,055	3,588,136
PROGRAM EXPENSES						
General Government	574,756	586,491	-	-	574,756	586,491
Public Safety	1,088,335	1,093,126	-	-	1,088,335	1,093,126
Public Works	418,205	402,031	-	-	418,205	402,031
Parks and Recreation	428,278	418,251	-	-	428,278	418,251
Debt Service	34,057	40,111	-	-	34,057	40,111
Water	-	-	436,609	401,716	436,609	401,716
Sewer	-	-	626,002	592,167	626,002	592,167
Total Expenses	2,543,631	2,540,010	1,062,611	993,883	3,606,242	3,533,893
Loss on Disposal of Assets	-	(1,803)	-	(477)	-	(2,280)
Transfers	(9,593)	108,603	9,593	(108,603)	-	-
Change in Net Assets	\$ 343,665	\$ 255,972	\$ 35,148	\$ (204,009)	\$ 378,813	\$ 51,963

The City's total revenues increased by 11.1 percent (approximately \$397,000), largely due to increased grants and charges for services. The total cost of all programs and services increased by approximately \$72,000 or 2.0 percent. Our analysis below separately considers the operations of governmental and business-type activities.

**CITY OF BAYPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2011**

THE CITY AS A WHOLE (Continued)

Governmental Activities

Revenue for the City's governmental activities increased by 7.7 percent (approximately \$208,000), while total expenses increased approximately \$2,000. Revenues and expenses were generally consistent year to year.

Table 3 presents the cost of each of the City's programs-general government, public safety, public works, parks and recreation and debt service-as well as each program's net cost (total cost less revenues generated by the activities). The net cost shows the financial burden that was placed on the City's taxpayers by each of these functions. Activities, net of capital outlay which is excluded from Table 3, were generally comparable to the prior year as operations remained fairly consistent with the prior year with the exception of public works where the aforementioned grant is included.

**Table 3
Governmental Activities**

	Total Cost of Services		Net Cost of Services	
	2011	2010	2011	2010
General Government	\$ 574,756	\$ 586,491	\$ (414,088)	\$ (424,160)
Public Safety	1,088,335	1,093,126	(667,789)	(641,796)
Public Works	418,205	402,031	(331,202)	(319,989)
Parks and Recreation	428,278	418,251	(265,099)	(260,998)
Debt Service	34,057	40,111	(34,057)	(40,111)
Totals	\$ 2,543,631	\$ 2,540,010	\$ (1,712,235)	\$ (1,687,054)

Business-type Activities

Revenues of the City's business-type activities (see Table 2) increased by 21.0 percent (approximately \$189,000) due to increased revenues from grants and charges for services. Expenses increased by approximately \$69,000, primarily due to increased state fees.

THE CITY'S FUNDS

Governmental Funds

As the City completed the year, its governmental funds (as presented in the balance sheet on page fourteen) reported a combined fund balance of approximately \$10,969,000. This is an increase of \$453,000 from the prior year. Operations were comparable to the prior year. Financial information specific to the governmental funds is detailed in Table 4. Such information was derived from the fund financials at pages twelve through twenty.

**CITY OF BAYPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2011**

THE CITY'S FUNDS (Continued)

Governmental Funds (Continued)

**Table 4
General, Debt Service, Special Revenue, Capital Projects and Permanent Funds
Information Based on Fund Financials**

	General Fund		Debt Service Fund	
	2011	2010	2011	2010
Total Assets	\$ 8,251,181	\$ 7,796,065	\$ 372,692	\$ 402,550
Total Liabilities	\$ 321,149	\$ 314,817	\$ -	\$ -
Total Revenues	\$ 2,253,942	\$ 2,046,435	\$ 109,543	\$ 135,201
Total Expenditures	\$ 1,896,890	\$ 1,997,151	\$ 139,401	\$ 140,695
Debt Service Included in Total Expenditures	\$ -	\$ -	\$ 139,401	\$ 140,695
Capital Outlay Included in Total Expenditures	\$ 166,323	\$ 226,731	\$ -	\$ -
Proceeds on Sale of Asset	\$ -	\$ 9,630	\$ -	\$ -
Net Transfers	\$ 91,732	\$ 51,761	\$ -	\$ -
	Special Revenue Funds		Capital Projects Funds	
	2011	2010	2011	2010
Total Assets	\$ 2,457,867	\$ 2,546,013	\$ 390,515	\$ 365,279
Total Liabilities	\$ 793,969	\$ 847,429	\$ 19,269	\$ 33,640
Total Revenues	\$ 453,816	\$ 448,208	\$ 77,860	\$ 76,839
Total Expenditures	\$ 388,672	\$ 289,868	\$ 36,758	\$ 42,721
Debt Service Included in Total Expenditures	\$ -	\$ -	\$ -	\$ -
Capital Outlay Included in Total Expenditures	\$ 42,154	\$ 37,312	\$ -	\$ 11,606
Net Transfers	\$ (99,830)	\$ (20,063)	\$ (1,495)	\$ 76,905
	Permanent Fund		Total Governmental Funds	
	2011	2010	2011	2010
Total Assets	\$ 621,276	\$ 601,862	\$ 12,093,531	\$ 11,711,769
Total Liabilities	\$ -	\$ -	\$ 1,134,387	\$ 1,195,886
Total Revenues	\$ 19,414	\$ 8,526	\$ 2,914,575	\$ 2,715,209
Total Expenditures	\$ -	\$ -	\$ 2,461,721	\$ 2,470,435
Debt Service Included in Total Expenditures	\$ -	\$ -	\$ 139,401	\$ 140,695
Capital Outlay Included in Total Expenditures	\$ -	\$ -	\$ 208,477	\$ 275,649
Proceeds on Sale of Asset	\$ -	\$ -	\$ -	\$ 9,630
Net Transfers	\$ -	\$ -	\$ (9,593)	\$ 108,603

**CITY OF BAYPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2011**

THE CITY'S FUNDS (Continued)

General Fund Budgetary Highlights

The City's general fund generated more revenue than budgeted of approximately \$199,000 excluding transfers in from other funds which is comparable to prior year. Expenditures were more than those budgeted by approximately \$113,000 excluding transfers from other funds that were budgeted but did not occur. Increased revenues and expenditures over budget in the current year are also due to increased revenue from investments and expenditures for capital outlay in excess of amounts budgeted.

Proprietary Funds

Financial information specific to the proprietary funds is detailed in Table 5. Such information was derived from the fund financials at pages seventeen and eighteen.

**Table 5
Proprietary Fund Information Based on Fund Financials**

	Water Fund		Sewer Fund	
	2011	2010	2011	2010
Total Assets	\$ 6,666,970	\$ 6,695,717	\$ 3,282,552	\$ 3,220,639
Total Liabilities	\$ 27,690	\$ 20,740	\$ 16,109	\$ 25,041
Total Revenues	\$ 406,912	\$ 298,152	\$ 681,254	\$ 600,802
Total Expenditures	\$ 436,609	\$ 401,716	\$ 626,002	\$ 592,167
Loss on Disposal of Asset	\$ -	\$ 477	\$ -	\$ -
Net Transfers	\$ (6,000)	\$ 7,872	\$ 15,593	\$ (116,475)
Change in Net Assets	\$ (35,697)	\$ (96,169)	\$ 70,845	\$ (107,840)

	Total Proprietary Funds	
	2011	2010
Total Assets	\$ 9,949,522	\$ 9,916,356
Total Liabilities	\$ 43,799	\$ 45,781
Total Revenues	\$ 1,088,166	\$ 898,954
Total Expenditures	\$ 1,062,611	\$ 993,883
Loss on Disposal of Asset	\$ -	\$ 477
Net Transfers	\$ 9,593	\$ (108,603)
Change in Net Assets	\$ 35,148	\$ (204,009)

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At the end of 2011, the City had approximately \$28,185,000 invested in a broad range of capital assets, including machinery and equipment, buildings, improvements, infrastructure and water and sewer infrastructure. This amount represents a net increase of approximately \$413,000 or 1.5 percent, over last year.

**CITY OF BAYPORT
MANAGEMENT'S DISCUSSION AND ANALYSIS
DECEMBER 31, 2011**

CAPITAL ASSET AND DEBT ADMINISTRATION (Continued)

Capital Assets (Continued)

**Table 6
Capital Assets at Year-End**

	Governmental Activities		Business-Type Activities		Totals	
	2011	2010	2011	2010	2011	2010
Land	\$ 6,194,442	\$ 6,194,442	\$ -	\$ -	\$ 6,194,442	\$ 6,194,442
Buildings & Structures	4,577,240	4,577,240	51,548	51,548	4,628,788	4,628,788
Improvements	839,689	15,123	-	-	839,689	15,123
Machinery & Equipment	4,289,599	4,227,438	275,865	275,865	4,565,464	4,503,303
Infrastructure	3,198,371	3,198,371	8,484,829	8,263,974	11,683,200	11,462,345
Library Books	273,041	273,041	-	-	273,041	273,041
Construction in Progress	-	678,250	-	16,022	-	694,272
Totals	\$ 19,372,382	\$ 19,163,905	\$ 8,812,242	\$ 8,607,409	\$ 28,184,624	\$ 27,771,314

The City's fiscal year 2012 capital budget is similar to the current year. At this time, estimates are not available as to water related future capital improvement outlay. More detailed information about the City's capital assets is presented in Note 1 to the financial statements.

Debt

At year-end, the City had \$690,000 in debt versus \$795,000 last year, a decrease of 13.2 percent, as shown in Table 7.

**Table 7
Outstanding Debt at Year-End**

	Governmental Activities		Business-Type Activities		Totals	
	2011	2010	2011	2010	2011	2010
GO Bonds	\$ 690,000	\$ 795,000	\$ -	\$ -	\$ 690,000	\$ 795,000

The City did not issue any debt in 2011.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES

The City's elected and appointed officials considered many factors when setting the year 2012 budget, such as tax rates and fees that will be charged for the business-type activities. The Council elected to increase the 2012 tax levy by 1.95% from the 2011 amount. Also, the Council elected to increase water and sewer rates by approximately 11.0% over 2011. The Council expects operations in 2012 to remain fairly consistent with those of 2011. Overall budget amounts for 2012 are consistent with 2011's budget and operations.

CONTACTING THE CITY'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, and investors and creditors with a general overview of the City's finances and to show the City's accountability for the money it receives. If you have questions about this report or need additional financial information, contact Wanda Madsen, Finance Director at City of Bayport, 294 North 3rd Street, Bayport, MN 55003.

BASIC FINANCIAL STATEMENTS

The basic financial statements include integrated sets of financial statements as required by the GASB. The sets of statements include:

- Government-wide financial statements
- Fund financial statements:
 - Governmental funds
 - Proprietary (enterprise) funds
- Fiduciary fund financial statements

In addition, the notes to the financial statements are included to provide information that is essential to a user's understanding of the basic financial statements.

**CITY OF BAYPORT, MINNESOTA
STATEMENT OF NET ASSETS
DECEMBER 31, 2011**

	<u>Governmental Activities</u>	<u>Business-Type Activities</u>	<u>Total</u>
ASSETS			
Current Assets			
Cash, Cash Equivalents, and Investments	\$ 11,011,391	\$ 2,699,393	\$ 13,710,784
Property Taxes Receivable	163,613	-	163,613
Accounts Receivable	31,008	149,427	180,435
Prepays	20,030	4,061	24,091
Current Portion of Assessments Receivable	110,290	-	110,290
Total Current Assets	<u>11,336,332</u>	<u>2,852,881</u>	<u>14,189,213</u>
Noncurrent Assets			
Capital Assets not Being Depreciated	6,194,442	-	6,194,442
Capital Assets Being Depreciated (Net)	8,292,261	7,096,641	15,388,902
Long-Term Portion of Assessments Receivable	76,496	-	76,496
Total Noncurrent Assets	<u>14,563,199</u>	<u>7,096,641</u>	<u>21,659,840</u>
TOTAL ASSETS	25,899,531	9,949,522	35,849,053
LIABILITIES			
Current Liabilities			
Accounts Payable	69,534	11,404	80,938
Accrued Salaries	24,765	-	24,765
Due to Other Governments	832	469	1,301
Accrued Interest	2,256	-	2,256
Deferred Revenue	40,246	-	40,246
Total Current Liabilities	<u>137,633</u>	<u>11,873</u>	<u>149,506</u>
Noncurrent Liabilities			
Compensated Absences Due Within One Year	37,496	9,674	47,170
Compensated Absences Due After One Year	7,243	22,252	29,495
Bonds Due Within One Year	125,000	-	125,000
Bonds Due After One Year	565,000	-	565,000
Total Noncurrent Liabilities	<u>734,739</u>	<u>31,926</u>	<u>766,665</u>
TOTAL LIABILITIES	872,372	43,799	916,171
NET ASSETS			
Invested in Capital Assets, Net of Related Debt	13,796,703	7,096,641	20,893,344
Restricted	2,368,590	-	2,368,590
Unrestricted	8,861,866	2,809,082	11,670,948
TOTAL NET ASSETS	<u>\$ 25,027,159</u>	<u>\$ 9,905,723</u>	<u>\$ 34,932,882</u>

See accompanying notes.

**CITY OF BAYPORT, MINNESOTA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2011**

Functions/Programs	Expenses	Program Revenues			Net (Expense)/ Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities:					
General Government:					
Administration	\$ 130,383	\$ -	\$ -	\$ -	\$ (130,383)
Council	120,765	-	-	-	(120,765)
Building and Zoning	213,446	122,089	65	-	(91,292)
Elections	470	-	-	-	(470)
General Government	109,692	34,382	4,132	-	(71,178)
Total General Government	574,756	156,471	4,197	-	(414,088)
Public Safety	1,088,335	301,616	118,930	-	(667,789)
Public Works	418,205	71,044	-	15,959	(331,202)
Parks and Recreation	428,278	47,419	115,760	-	(265,099)
Debt Service	34,057	-	-	-	(34,057)
Total Governmental Activities	2,543,631	576,550	238,887	15,959	(1,712,235)
Business-Type Activities:					
Water	436,609	352,960	-	3,253	(80,396)
Sewer	626,002	590,721	-	53,334	18,053
Total Business-Type Activities	1,062,611	943,681	-	56,587	(62,343)
TOTALS	\$ 3,606,242	\$ 1,520,231	\$ 238,887	\$ 72,546	\$ (1,774,578)
			Governmental Activities	Business-Type Activities	Total
Net (Expense)/Revenue			\$ (1,712,235)	\$ (62,343)	\$ (1,774,578)
General Revenues (Expenses):					
Taxes			1,295,725	-	1,295,725
Intergovernmental			340,913	-	340,913
Investment Income			340,665	87,898	428,563
Miscellaneous			88,190	-	88,190
Transfers			(9,593)	9,593	-
CHANGE IN NET ASSETS			343,665	35,148	378,813
NET ASSETS-BEGINNING OF YEAR			24,683,494	9,870,575	34,554,069
NET ASSETS-END OF YEAR			\$ 25,027,159	\$ 9,905,723	\$ 34,932,882

See accompanying notes.

**CITY OF BAYPORT, MINNESOTA
BALANCE SHEET
GOVERNMENTAL FUNDS
DECEMBER 31, 2011**

	General Fund	Park Improvement Fund	Library Fund	Nonmajor Debt Service Fund	Nonmajor Permanent Fund	Nonmajor Special Revenue Funds	Nonmajor Capital Project Funds	Total Governmental Funds
ASSETS								
Cash, Cash Equivalents, and Investments	\$ 8,000,009	\$ 58,486	\$ 304,087	\$ 372,692	\$ 621,276	\$ 1,264,326	\$ 390,515	\$ 11,011,391
Property Taxes Receivable	163,613	-	-	-	-	-	-	163,613
Assessments Receivable	49,772	92,648	-	-	-	44,366	-	186,786
Accounts Receivable	18,176	-	-	-	-	12,832	-	31,008
Prepays	17,933	-	2,097	-	-	-	-	20,030
Due from Other Fund	1,678	-	-	-	-	679,025	-	680,703
TOTAL ASSETS	\$ 8,251,181	\$ 151,134	\$ 306,184	\$ 372,692	\$ 621,276	\$ 2,000,549	\$ 390,515	\$ 12,093,531
LIABILITIES								
Accounts Payable	\$ 41,921	\$ -	\$ 3,017	\$ -	\$ -	\$ 7,005	\$ 17,591	\$ 69,534
Accrued Salaries	24,765	-	-	-	-	-	-	24,765
Due to Other Governments	832	-	-	-	-	-	-	832
Deferred Revenue	253,631	92,648	-	-	-	12,274	-	358,553
Due to Other Funds	-	679,025	-	-	-	-	1,678	680,703
Total Liabilities	321,149	771,673	3,017	-	-	19,279	19,269	1,134,387
FUND BALANCES								
Nonspendable	17,933	-	2,097	-	-	-	-	20,030
Restricted	-	-	239,787	372,692	621,276	763,589	371,246	2,368,590
Committed	122,000	-	31,763	-	-	-	-	153,763
Assigned	-	-	29,520	-	-	1,217,681	-	1,247,201
Unassigned	7,790,099	(620,539)	-	-	-	-	-	7,169,560
Total Fund Balance	7,930,032	(620,539)	303,167	372,692	621,276	1,981,270	371,246	10,959,144
TOTAL LIABILITIES AND FUND BALANCES	\$ 8,251,181	\$ 151,134	\$ 306,184	\$ 372,692	\$ 621,276	\$ 2,000,549	\$ 390,515	\$ 12,093,531

See accompanying notes.

**CITY OF BAYPORT, MINNESOTA
RECONCILIATION OF THE BALANCE SHEET-GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET ASSETS
DECEMBER 31, 2011**

Total Fund Balance for Governmental Funds	\$	10,959,144
Amounts reported for governmental activities in the statement of net assets are different because:		
Capital assets (net of accumulated depreciation of \$4,885,679) used in governmental activities are not financial resources and, therefore are not reported in the funds.		14,486,703
Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the funds:		
Taxes receivable		318,307
Interest payable on long-term debt does not require current financial resources and therefore is not reported as a liability in the governmental funds balance sheet.		(2,256)
Long-term liabilities are not due and payable in the current period and, therefore, they are not reported in the governmental funds balance sheet.		
Compensated absences		(44,739)
Bonds due within one year		(125,000)
Bonds due in more than one year		(565,000)
TOTAL NET ASSETS OF GOVERNMENTAL FUNDS	\$	<u>25,027,159</u>

CITY OF BAYPORT, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011

	General Fund	Park Improvement Fund	Library Fund	Nonmajor Debt Service Fund	Nonmajor Permanent Fund	Nonmajor Special Revenue Funds	Nonmajor Capital Project Funds	Total Governmental Funds
REVENUES								
Taxes	\$ 955,429	\$ -	\$ 153,798	\$ 96,558	\$ -	\$ 39,382	\$ 31,962	\$ 1,277,129
Tax Increment	-	-	-	-	-	-	35,183	35,183
Licenses, Permits & Fees	123,460	-	-	-	-	-	-	123,460
Intergovernmental	470,401	-	-	-	-	-	-	470,401
Charges for Services	312,203	13,000	5,802	-	-	71,044	-	402,049
Fines	39,353	-	-	-	-	2,554	-	41,907
Investment Income	243,680	1,757	10,200	12,985	19,414	41,914	10,715	340,665
Miscellaneous	109,416	-	114,171	-	-	194	-	223,781
TOTAL REVENUES	2,253,942	14,757	283,971	109,543	19,414	155,088	77,860	2,914,575
EXPENDITURES								
General Government:								
Administration	130,383	-	-	-	-	-	-	130,383
Mayor and Council	120,765	-	-	-	-	-	-	120,765
Building and Zoning	213,446	-	-	-	-	-	-	213,446
Elections	470	-	-	-	-	-	-	470
General Government	56,976	-	-	-	-	-	-	56,976
Total General Government	522,040	-	-	-	-	-	-	522,040
Public Safety:								
Police	666,132	-	-	-	-	5,596	-	671,728
Fire	291,848	-	-	-	-	-	-	291,848
Public Works	199,439	-	-	-	-	51,336	36,758	287,533
Parks and Recreation	51,108	-	289,586	-	-	-	-	340,694
Debt Service:								
Principal	-	-	-	105,000	-	-	-	105,000
Interest and Other Charges	-	-	-	34,401	-	-	-	34,401
Capital Outlay	166,323	7,501	34,653	-	-	-	-	208,477
TOTAL EXPENDITURES	1,896,890	7,501	324,239	139,401	-	56,932	36,758	2,461,721
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	357,052	7,256	(40,268)	(29,858)	19,414	98,156	41,102	452,854

See accompanying notes.

CITY OF BAYPORT, MINNESOTA
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011

	General Fund	Park Improvement Fund	Library Fund	Nonmajor Debt Service Fund	Nonmajor Permanent Fund	Nonmajor Special Revenue Funds	Nonmajor Capital Project Funds	Total Governmental Funds
OTHER FINANCING SOURCES (USES)								
Operating Transfers In	\$ 123,495	\$ -	\$ 31,763	\$ -	\$ -	\$ -	\$ -	\$ 155,258
Operating Transfers Out	(31,763)	-	-	-	-	(131,593)	(1,495)	(164,851)
TOTAL OTHER FINANCING SOURCES (USES)	<u>91,732</u>	<u>-</u>	<u>31,763</u>	<u>-</u>	<u>-</u>	<u>(131,593)</u>	<u>(1,495)</u>	<u>(9,593)</u>
NET CHANGE IN FUND BALANCES	448,784	7,256	(8,505)	(29,858)	19,414	(33,437)	39,607	443,261
FUND BALANCES - BEGINNING	<u>7,481,248</u>	<u>(627,795)</u>	<u>311,672</u>	<u>402,550</u>	<u>601,862</u>	<u>2,014,707</u>	<u>331,639</u>	<u>10,515,883</u>
FUND BALANCES - ENDING	<u>\$ 7,930,032</u>	<u>\$ (620,539)</u>	<u>\$ 303,167</u>	<u>\$ 372,692</u>	<u>\$ 621,276</u>	<u>\$ 1,981,270</u>	<u>\$ 371,246</u>	<u>\$ 10,959,144</u>

**CITY OF BAYPORT, MINNESOTA
RECONCILIATION OF CHANGES IN FUND BALANCE OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2011**

Reconciliation of the change in fund balances - total governmental funds to the change in net assets of governmental activities:

Net Change in fund balances - total governmental funds \$ 443,261

Amounts reported for governmental activities in the Statement of Activities are different due to the following:

Governmental funds report capital outlays as expenditures while governmental activities report depreciation expense to allocate those expenditures over the life of the assets:

Cash paid for capital asset purchases capitalized	208,477	
Depreciation expense	<u>(417,874)</u>	(209,397)

Revenues in Statement of Activities that do not provide current financial resources are not reported as revenues in the funds:

Long-term receivables, net of deferred revenue	(16,587)
--	----------

Repayment of debt principal is an expenditure in the governmental funds but the repayment reduces long-term liabilities in the Statement of Net Assets:

Bond payments	105,000
---------------	---------

Net change in liability for Other Postemployment Benefits costs:	3,207
--	-------

Net change in accrued interest on bonds is not reported as expenses in the funds:	344
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Some expenses reported in the Statement of Activities do not require the use of current financial resources and therefore are not reported as expenditures in governmental funds:

Change in accrued compensated absences	17,837
--	--------

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	\$ 343,665
--	-------------------

**CITY OF BAYPORT, MINNESOTA
STATEMENT OF NET ASSETS
PROPRIETARY FUNDS
DECEMBER 31, 2011**

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Totals</u>
ASSETS			
CURRENT ASSETS			
Cash, Cash Equivalents, and Investments	\$ 1,642,525	\$ 1,056,868	\$ 2,699,393
Accounts Receivable	62,748	86,679	149,427
Prepays	<u>2,805</u>	<u>1,256</u>	<u>4,061</u>
Total Current Assets	1,708,078	1,144,803	2,852,881
LONG TERM ASSETS			
Capital Assets Being Depreciated (Net)	<u>4,958,892</u>	<u>2,137,749</u>	<u>7,096,641</u>
TOTAL ASSETS	<u>\$ 6,666,970</u>	<u>\$ 3,282,552</u>	<u>\$ 9,949,522</u>
LIABILITIES AND NET ASSETS			
CURRENT LIABILITIES			
Accounts Payable	\$ 11,258	\$ 146	\$ 11,404
Due to Other Governments	469	-	469
Compensated Absences	<u>4,837</u>	<u>4,837</u>	<u>9,674</u>
Total Current Liabilities	16,564	4,983	21,547
LONG-TERM LIABILITIES			
Compensated Absences	<u>11,126</u>	<u>11,126</u>	<u>22,252</u>
Total Long-Term Liabilities	11,126	11,126	22,252
NET ASSETS			
Invested in Capital Assets	4,958,892	2,137,749	7,096,641
Unrestricted	<u>1,680,388</u>	<u>1,128,694</u>	<u>2,809,082</u>
Total Net Assets	<u>6,639,280</u>	<u>3,266,443</u>	<u>9,905,723</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 6,666,970</u>	<u>\$ 3,282,552</u>	<u>\$ 9,949,522</u>

CITY OF BAYPORT, MINNESOTA
STATEMENT OF REVENUES, EXPENSES AND CHANGES IN NET ASSETS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Totals</u>
OPERATING REVENUES			
Charges for Services	\$ 320,610	\$ 580,271	\$ 900,881
OPERATING EXPENSES			
Personal Services	160,800	151,277	312,077
Materials, Supplies, Services and Charges	156,332	25,125	181,457
MCES Charges	-	394,647	394,647
Depreciation	119,477	54,953	174,430
TOTAL OPERATING EXPENSES	<u>436,609</u>	<u>626,002</u>	<u>1,062,611</u>
NET OPERATING LOSS	(115,999)	(45,731)	(161,730)
NONOPERATING INCOME			
Connection Fees	32,350	10,450	42,800
Intergovernmental	3,253	53,334	56,587
Investment Income	50,699	37,199	87,898
TOTAL NONOPERATING INCOME	<u>86,302</u>	<u>100,983</u>	<u>187,285</u>
CHANGE IN NET ASSETS PRIOR TO TRANSFERS	(29,697)	55,252	25,555
TRANSFERS			
Operating Transfers In	-	131,593	131,593
Operating Transfers Out	(6,000)	(116,000)	(122,000)
NET TRANSFERS	<u>(6,000)</u>	<u>15,593</u>	<u>9,593</u>
CHANGE IN NET ASSETS	(35,697)	70,845	35,148
NET ASSETS-BEGINNING OF YEAR	<u>6,674,977</u>	<u>3,195,598</u>	<u>9,870,575</u>
NET ASSETS-END OF YEAR	<u>\$ 6,639,280</u>	<u>\$ 3,266,443</u>	<u>\$ 9,905,723</u>

**CITY OF BAYPORT, MINNESOTA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Totals</u>
CASH FLOWS FROM OPERATING ACTIVITIES			
Cash Received from Customers	\$ 333,858	\$ 582,399	\$ 916,257
Cash Paid to Suppliers	(151,085)	(429,014)	(580,099)
Cash Paid to Employees	(160,394)	(150,911)	(311,305)
NET CASH PROVIDED BY OPERATING ACTIVITIES	22,379	2,474	24,853
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Intergovernmental Cash Receipts	3,253	-	3,253
Operating Subsidies and Transfers to Other Funds	(6,000)	(116,000)	(122,000)
Operating Subsidies and Transfers from Other Funds	-	131,593	131,593
NET CASH PROVIDED (USED) BY NONCAPITAL FINANCING ACTIVITIES	(2,747)	15,593	12,846
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Purchases of Capital Assets	-	(204,833)	(204,833)
Cash Received for Capital Acquisitions	-	53,334	53,334
NET CASH PROVIDED (USED) BY CAPITAL AND RELATED FINANCING ACTIVITIES	-	(151,499)	(151,499)
CASH FLOW FROM INVESTING ACTIVITIES			
Investment Income	50,699	37,199	87,898
Net Increase (Decrease) in Cash and Cash Equivalents	70,331	(96,233)	(25,902)
Cash and Cash Equivalents-Beginning of Year	1,572,194	1,153,101	2,725,295
Cash and Cash Equivalents-End of Year	<u>\$ 1,642,525</u>	<u>\$ 1,056,868</u>	<u>\$ 2,699,393</u>

See accompanying notes.

**CITY OF BAYPORT, MINNESOTA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011**

	<u>Water Fund</u>	<u>Sewer Fund</u>	<u>Totals</u>
RECONCILIATION OF NET OPERATING LOSS TO NET CASH PROVIDED BY OPERATING ACTIVITIES			
Net Operating Loss	\$ (115,999)	\$ (45,731)	\$ (161,730)
Adjustments to Reconcile Net Operating Loss to Net Cash Provided (Used) by Operating Activities			
Cash Flows Reported in Other Categories:			
Depreciation Expense	119,477	54,953	174,430
Nonoperating Revenue from Customers	32,350	10,450	42,800
Change in Assets and Liabilities:			
Receivables	(19,571)	(8,322)	(27,893)
Prepays	(828)	56	(772)
Accounts Payable	6,075	(9,298)	(3,223)
Due to Other Governments	469	-	469
Other Postemployment Benefits Payable	(357)	(397)	(754)
Compensated Absences	763	763	1,526
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>\$ 22,379</u>	<u>\$ 2,474</u>	<u>\$ 24,853</u>

**CITY OF BAYPORT, MINNESOTA
STATEMENT OF FIDUCIARY NET ASSETS
FIDUCIARY FUND
DECEMBER 31, 2011**

	<u>Agency Fund</u>
ASSETS	
Cash, Cash Equivalents, and Investments	\$ <u>15,278</u>
LIABILITIES	
Accounts Payable	\$ <u>15,278</u>

CITY OF BAYPORT

NOTES TO THE BASIC FINANCIAL STATEMENTS

INDEX

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**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The City of Bayport (the City), complies with generally accepted accounting principles (GAAP). GAAP includes all relevant Governmental Accounting Standards Board (GASB) pronouncements. In the government-wide financial statements and the fund financial statements for the proprietary funds, Financial Accounting Standards Board (FASB) pronouncements and Accounting Principles Board (APB) opinions issued on or before November 30, 1989, have been applied unless those pronouncements conflict with or contradict GASB pronouncements, in which case GASB prevails. For enterprise funds, GASB Statement Nos. 20 and 34 provide the City the option of electing to apply FASB pronouncements issued after November 30, 1989. The City has elected not to apply those pronouncements. The accounting and reporting framework and the more significant accounting policies are discussed in subsequent subsections of this Note.

The City has a mayor-council form of government that is governed by an elected mayor and four-member council. The City provides the following services: parks and recreation, public works, public safety, planning and zoning, library, water, sewer, and general administrative services.

1.A. FINANCIAL REPORTING ENTITY

The City's financial reporting entity comprises the following:

Primary Government

City of Bayport

In determining the financial reporting entity, the City complies with the provisions of GASB No. 14, "The Financial Reporting Entity," and includes all component units of which the City appointed a voting majority of the units' board; the City is either able to impose its will on the unit or a financial benefit or burden relationship exists.

Blended Component Units

Blended component units are separate legal entities that meet the component unit criteria describe above and whose governing body is the same or substantially the same as the City Council or the component unit provides services entirely to the City. These component units' funds are blended into those of the City's by appropriate activity type to compose the primary government presentation. Currently, the City's does not have any blended component units.

Discretely Presented Component Units

Discretely presented component units are separate legal entities that meet the component unit criteria described above but do not meet the criteria for blending. Currently, the City has no discretely presented component units.

Government-wide Financial Statements:

The Statement of Net Assets and Statement of Activities display information about the reporting government as a whole. They include all funds of the reporting entity except for fiduciary funds. The Fiduciary Funds are only reported in the Statement of Fiduciary Net Assets at the fund financial statement level. The statements distinguish between governmental and business-type activities. Governmental activities generally are financed through taxes, intergovernmental revenues, and other nonexchange revenues. Business-type activities are financed in whole or in part by fees charged to external parties for goods and services.

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.B. BASIS OF PRESENTATION

Fund Financial Statements:

Fund financial statements of the reporting entity are organized into funds, each of which is considered to be separate accounting entities. Each fund is accounted for by providing a separate set of self-balancing accounts that constitute its assets, liabilities, fund equity, revenues, and expenditures/expenses. Funds are organized into three major categories: governmental, proprietary, and fiduciary. An emphasis is placed on major funds within the governmental and proprietary categories. A fund is considered major if it is the primary operating fund of the City or meets the following criteria:

- a. Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 10 percent of the corresponding total for all funds of that category or type; and
- b. Total assets, liabilities, revenues or expenditures/expenses of that individual governmental or enterprise fund are at least 5 percent of the corresponding total for all governmental and enterprise funds combined.

The funds of the financial reporting entity are described below:

Governmental Funds

General Fund

The General Fund is the primary operating fund of the City and is always classified as a major fund. It is used to account for all activities except those legally or administratively required to be accounted for in other funds.

Debt Service Fund

The Debt Service Fund accounts for the accumulation of financial resources for the payment of interest and principal on general long-term debt of the City other than debt service payments made by enterprise funds. Ad valorem taxes are used for the payment of principal and interest on the City's judgment.

Special Revenue Funds

The Special Revenue Funds account for funds received from the City with a specific purpose.

Capital Projects Improvements Fund

The Capital Projects Improvement Funds are used to account for financial resources to be used for the acquisition or construction of capital projects (other than funds financed by proprietary funds.)

Permanent Fund

The Permanent Fund accounts for resources that are legally restricted by the City to the extent that only earnings, and not principal, may be used to support the government's programs without citizen approval.

Proprietary Fund

Enterprise Funds

Enterprise Funds are used to account for business-like activities provided to the general public. These activities are financed primarily by user charges and the measurement of financial activity focuses on net income measurement similar to the private sector. The City maintains Water and Sewer Enterprise Funds.

Fiduciary Fund

This fund accounts for assets held by the City as an agent for other parties. These assets cannot be used to finance the City's own operating programs.

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.B. BASIS OF PRESENTATION (Continued)

Fund Financial Statements: (Continued)

Major Funds

The funds are further classified as major as follows:

Fund	Brief Description
Major:	
General	See description above.
Special Revenue Funds	See description above.
Proprietary Funds:	
Water and Sewer	Accounts for the activities of the City for providing water, sewer, and street utility services to the public.
Nonmajor:	
Debt Service	See description above.
Special Revenue Funds	See description above.
Capital Project Funds	See description above.
Permanent Fund	See description above.
Fiduciary Fund	See description above.

1.C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING

Measurement focus is a term used to describe “which” transactions are recorded within the various financial statements. Basis of accounting refers to “when” transactions are recorded regardless of the measurement focus applied.

Measurement Focus

On the government-wide Statement of Net Assets and the Statement of Activities, both governmental and business-like activities are presented using the economic resources measurement focus as defined in item b. below. This measurement focus is also utilized for presenting the City’s Statement of Fiduciary Net Assets.

In the fund financial statements, the “current financial resources” measurement focus or the “economic resources” measurement focus is used as appropriate:

- a. All governmental funds utilize a “current financial resources” measurement focus. Only current financial assets and liabilities are generally included on their balance sheets. Their operating statements present sources and uses of available spendable financial resources during a given period. These funds use fund balance as their measure of available spendable financial resources at the end of the period.
- b. The proprietary fund utilizes an “economic resources” measurement focus. The accounting objectives of this measurement focus are the determination of operating income, changes in net assets (or cost recovery), financial position, and cash flows. All assets and liabilities (whether current or noncurrent) associated with their activities are reported. Proprietary fund equity is classified as net assets.

CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.C. MEASUREMENT FOCUS AND BASIS OF ACCOUNTING (Continued)

Basis of Accounting

In the government-wide Statement of Net Assets and Statement of Activities, both governmental and business-like activities are presented using the accrual basis of accounting, which is also used to present the City's Statement of Fiduciary Net Assets. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place.

In the fund financial statements, governmental funds are presented on the modified accrual basis of accounting. Under this modified accrual basis of accounting, revenues are recognized when "measurable and available." Measurable means knowing or being able to reasonable estimate the amount. Available means collectible within the current period or within sixty days after year end. Expenditures (including capital outlay) are recorded when the related fund liability is incurred, except for general obligation bond principal and interest which are reported when due.

All proprietary funds utilize the accrual basis of accounting. Under the accrual basis of accounting, revenues are recognized when earned and expenses are recorded when the liability is incurred or economic asset used.

1.D. USE OF ESTIMATES

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements. Estimates also affect reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

1.E. ASSETS, LIABILITIES, AND EQUITY

Cash and Cash Equivalents

For purposes of the Statement of Net Assets, "cash and cash equivalents" includes all demand, savings, and money market accounts for the City. For the purpose of the proprietary fund Statement of Cash Flows, "cash and cash equivalents" include all demand, savings, and money market accounts with an original maturity of three months or less.

Investments

Investments are stated at their fair value as determined by quoted market prices. Short-term investments are reported at amortized cost, provided that the fair value of those investments is not significantly affected by the impairment of the credit standing of the issuer or by other factors. Securities traded on a national or international exchange are valued at the last reported sales price at current exchange rates. Investments that do not have an established market are reported at estimated fair value. Certificates of deposit are stated at cost, plus accrued interest, which approximates fair market value.

Net appreciation (depreciation) in fair value of investments includes net unrealized and realized gains and losses. Purchases and sales of securities are recorded on a trade-date basis.

See Note 3.A. for additional information related to Cash, Cash Equivalents, and Investments.

CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.E. ASSETS, LIABILITIES, AND EQUITY (Continued)

Interfund Receivables and Payables

During the course of operations, transactions occur between individual funds that may result in amounts owed between funds. Those related to good and services type transactions are classified as "due to and from other funds." Short-term interfund loans are reported as "due to/from other fund." Long-term interfund loans (noncurrent portion) are reported as "advances from and to other funds." Interfund receivables and payables between funds within governmental activities are eliminated in the Statement of Net Assets. See Note 3.D. for details of interfund transactions, including receivables and payables at year-end.

Prepays

Prepays represent costs paid that relate to future periods.

Receivables

In the government-wide statements, receivables consist of all revenues earned at year-end and not yet received. Allowances for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable and are not deemed necessary at year end. Major receivable balances for the governmental activities include police fines, fire services, franchise fees, taxes, and charges for water and sewer improvements. Business-type activities report utility charges as their major receivables.

In the fund financial statements, material receivables in governmental funds include revenue accruals such as taxes, franchise fees, fines and charges for service since they are usually both measurable and available. Nonexchange transactions collectible but not available are deferred in the fund financial statements in accordance with modified accrual, but not deferred in the government-wide financial statements in accordance with the accrual basis. Interest and investment earnings are recorded when earned only if paid within 60 days since they would be considered both measurable and available. Proprietary fund material receivables consist of all revenues earned at year-end and not yet received. Utility accounts receivable compose the majority of proprietary fund receivables. Allowance for uncollectible accounts receivable are based upon historical trends and the periodic aging of accounts receivable. No allowances are deemed necessary at year end.

Capital Assets

The accounting treatment over property, plant and equipment (capital assets) depends on whether the assets are used in governmental or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

Capital assets are defined by the City as assets with an initial, individual cost of more than \$1,000 (amount not rounded) and an estimated useful life in excess of one year.

Government-wide Statements

In the government-wide financial statements, capital assets are accounted for as capital assets. All capital assets are valued at historical cost or estimated historical cost if actual is unavailable, except for donated capital assets which are recorded at their estimated fair value at the date of donation.

Prior to January 1, 2004, governmental funds' infrastructure assets were not capitalized. These assets have been valued at estimated historical cost.

Depreciation of all exhaustible capital assets is recorded as an allocated expense in the Statement of Activities, with accumulated depreciation reflected in the Statement of Net Assets. Depreciation is provided over the assets' estimated useful lives using the straight-line method of depreciation.

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.E. ASSETS, LIABILITIES, AND EQUITY (Continued)

Capital Assets (Continued)

Government-wide Statements (Continued)

The range of estimated useful lives by type of asset is as follows:

Buildings and Structures	10-50 years
Machinery and Equipment	3-20 years
Distribution and Collection Systems	30-50 years
Library Books	5 years

Fund Financial Statements

In the fund financial statements, capital assets used in governmental fund operations are accounted for as capital outlay expenditures of the governmental fund upon acquisition. Capital assets used in proprietary fund operations are accounted for the same as in the government-wide statements.

Accounts Payable

Payables in the governmental and enterprise funds are composed almost entirely of payables to vendors.

Long-Term Debt

The accounting treatment of long-term debt depends on whether the assets are used in governmental fund operations or proprietary fund operations and whether they are reported in the government-wide or fund financial statements.

All long-term debt to be repaid from governmental and business-type resources are reported as liabilities in the government-wide statements. The long-term debt consists primarily of bonds payable.

Long-term debt for governmental funds is not reported as liabilities in the fund financial statements. The debt proceeds are reported as other financing sources and payment of principal and interest are reported as expenditures. The accounting for proprietary funds is the same in the fund statements as it is in the government-wide statements.

Compensated Absences

It is the City's policy to permit employees to accumulate a limited amount of earned but unused vacation and sick leave. All vacation pay, compensatory pay and vested sick pay are accrued when incurred in the government-wide and proprietary fund financial statements.

A liability for these amounts is reported in governmental funds only if they have matured, for example, as the result of an employee's resignation or retirement. In the event a liability is recorded in the governmental funds, General Fund resources would be used to liquidate the compensated absences.

CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.E. ASSETS, LIABILITIES, AND EQUITY (Continued)

Equity Classifications

Government-wide Statements

Equity is classified as net assets and displayed in three components:

Invested in capital assets, net of related debt – Consists of capital assets including restricted capital assets, net of accumulated depreciation and reduced by the outstanding balances of any bonds, mortgages, notes or other borrowings that are attributable to the acquisition, construction, or improvement of those assets.

Restricted net assets – Consists of net assets with constraints placed on the use either by 1) external groups such as creditors, grantors, contributors, or laws or regulations of other governments; or 2) law through constitutional provisions or enabling legislation.

Unrestricted net assets – All other net assets that do not meet the definition of “restricted” or “invested in capital assets, net of related debt.”

Fund Statements

Governmental Fund Financial Statements – In the fund financial statements, governmental funds report fund balances as either nonspendable, restricted, committed, assigned, or unassigned. When the City incurs an expenditure for which it may use either restricted or unrestricted fund balances, it uses restricted fund balances first unless unrestricted fund balances will have to be returned because they were not used. When the City incurs an expenditure for purposes for which amounts in any unrestricted fund balance classification could be used, it uses fund balances in the following order: Committed, assigned, unassigned.

Nonspendable – Includes amounts that cannot be spent because they are either not in spendable form, or legally or contractually required to be maintained intact. The nonspendable fund balances at December 31, 2011 consist of prepaid expenditures.

Restricted – That portion of fund balance which is not available for appropriation or which has been legally segregated for a specific purpose.

Committed – Amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the City Council.

Assigned – Amounts that are constrained by the City’s intent to be used for specific purposes, but are neither restricted nor committed.

Unassigned – This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund. The City has formally adopted a policy under which it strives to maintain a minimum unassigned general fund balance equal to approximately 40% of annual budgeted operating expenses.

Comparative data for the prior year has been presented only for certain sections of the accompanying financial statements in order to provide an understanding of the changes in the City’s financial position and operations. See Note 3.E. for additional disclosures.

Proprietary Fund Financial Statements – Proprietary fund equity is classified the same as in the government-wide statements, as described above.

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.F. REVENUES, EXPENDITURES, AND EXPENSES

Property Tax

Under state law, municipalities are limited in their ability to levy a property tax. Such tax may only be levied to repay principal and interest on general obligation bonded debt. The City levies its property tax for the subsequent year during the month of October. County of Washington is the collecting agency for the levy and remits the collections to the City. In the fund financial statements, property taxes are recorded as revenue in the period levied to the extent they are collected within 60 days of year-end. Due to the immaterial amount of any additional property taxes receivable after the 60-day period, no additional accrual is made in the government-wide financial statements.

December 31 is the last day the City can certify a tax levy to the County Auditor for collection the following year. The County Auditor makes up the tax list for all taxable property in the City and applies the applicable tax rate to the tax capacity of individual properties to arrive at the actual tax for each property. The County Auditor also collects all special assessments, except for certain prepayments paid directly to the City. The County Auditor remits a list of taxes and special assessments to be collected on each parcel of property to the County Treasurer in January of each year. The County Treasurer collects all taxes and assessments, except as noted above. The County Treasurer mails copies of all real estate and personal property tax statements. Each year, property owners are required to pay one half of their real estate taxes by May 15 and the balance by October 15. Penalties and interest are assessed to property owners who do not pay their property taxes and special assessments by the due dates.

Taxes payable on homestead property, as defined by Minnesota statutes, were partially reduced by a market value credit aid. The credit is paid to the City by the State in lieu of taxes levied against the homestead property. The state remits this credit in two equal installments in October and December each year.

Delinquent taxes receivable include the past six years' uncollected taxes. Delinquent taxes have been offset by a deferred revenue liability for taxes not received within 60 days after year end in the fund financial statements.

Operating Revenues and Expenses

Operating revenues and expenses for proprietary funds are those that result from providing services and producing and delivering goods and/or services. It also includes all revenue and expenses not related to capital and related to financing, noncapital financing, or investing activities.

Expenditures/Expenses

In the government-wide financial statements, expenses are classified by function for both governmental and business-type activities.

In the fund financial statements, expenditures are classified as follows:

Governmental Funds - By Character	Current (further classified by Function)
	Debt Service
	Capital Outlay

Proprietary Fund - By Operating and Nonoperating

In the fund financial statements, governmental funds report expenditures of financial resources. Proprietary funds report expenses relating to use of economic resources.

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

1.F. REVENUES, EXPENDITURES, AND EXPENSES (Continued)

Interfund Transfers

Permanent reallocation of resources between funds of the reporting entity are classified as interfund transfers. For the purpose of the Statement of Activities, all interfund transfers between individual governmental funds have been eliminated. See additional information at Note 3.D.

1.G. RECENTLY ISSUED ACCOUNTING STANDARDS

Effective December 31, 2011, the City adopted the Governmental Accounting Standards Board Statement no. 54, *Fund Balance reporting and Governmental Fund Type Definitions* (GASB 54). This statement defines the different classification of governmental fund balances that an entity subject to *Governmental Accounting Standards* must use to present the balance of its governmental funds. Detailed descriptions of these classifications can be found above, under Note 1.F.

1.H. RECLASSIFICATIONS

Certain amounts in 2010 have been reclassified to conform with the 2011 presentation in the Management's Discussion and Analysis section.

NOTE 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY

2.A. FUND ACCOUNTING REQUIREMENTS AND DEPOSITS AND INVESTMENTS LAWS AND REGULATIONS

By its nature as a local government unit, the City and its component unit is subject to various federal, state, and local laws and contractual regulations. The City complies with all state and local laws and regulations requiring the use of separate funds.

In accordance with state law, all uninsured deposits of municipal funds in financial institutions must be secured with acceptable collateral valued at the lower of market or par. Minnesota Statutes require that all deposits with financial institutions be collateralized in an amount equal to 110% of deposits in excess of FDIC or FSLIC insurance (100% if collateral pledged is irrevocable standard letters of credit issued by the Federal Home Loan Bank).

2.B. BUDGETARY INFORMATION

Annual budgets are adopted on a basis consistent with accounting principles generally accepted in the United States of America for the General fund and certain nonmajor special revenue funds. All annual appropriations lapse at fiscal year end. The City does not use encumbrance accounting.

In August of each year, all departments of the City submit requests for appropriations to the City Administrator so that a budget may be prepared. Before September 15th, the proposed budget is presented to the Council for review. The Council adopts a preliminary maximum budget. Truth-in-taxation notices are mailed out to residents by Washington County. The Council holds public hearings and adopts a budget and tax levy in December.

The appropriated budget is prepared by fund, function and department. The City's department heads may make transfers of appropriations within a department. Transfers of appropriations between departments require the approval of the Council. The legal level of budgetary control (i.e., the level at which expenditures may not legally exceed appropriations) is the department level. Budgeted amounts are as originally adopted, or as amended by the Council. See original and final General Fund and major Special Revenue Fund budget in the Required Supplementary Information.

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 2 STEWARDSHIP, COMPLIANCE, AND ACCOUNTABILITY (Continued)

2.C. EXPENDITURES IN EXCESS OF BUDGET

Actual expenditures exceeded total budgeted expenditures for the current year end as follows:

<u>Fund</u>	<u>Budgeted Expenditures</u>	<u>Actual Expenditures</u>	<u>Transfers Included in Actual</u>
Library Fund	\$ 297,248	\$ 324,239	\$ 31,763
Park Improvements Fund	\$ -	\$ 7,501	\$ -

The expenditures in excess of budget were due to City expenditures for capital outlay. The expenditures in excess of budget were funded by available fund balances and current year revenues.

2.D. DEFICIT FUND EQUITY

A fund balance deficit of \$620,539 exists in the park improvement fund resulting from park improvements expenditures which have been paid for with monies borrowed from another fund. This results in a \$679,025 liability due to the tax stabilization fund. The funds are expected to pay back with future park dedication fees. It is expected that park dedication fees will provide a positive fund balance in the future.

NOTE 3 DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS

The following notes present detail information to support the amounts reported in the basic financial statements for its various assets, liabilities, equity, revenues, and expenditures/expenses.

3.A. CASH, CASH EQUIVALENTS, AND INVESTMENTS

Deposits

In accordance with applicable Minnesota Statutes, the City maintains deposits at depository banks authorized by the City's Council. Minnesota Statutes require that all City deposits be protected by insurance, surety bond, or collateral. The market value of collateral pledged must equal 110% of the deposits not covered by insurance or bonds (100% if collateral pledged is irrevocable standard letters of credit issued by the Federal Home Loan Bank). Authorized collateral includes treasury bills, notes, and bonds; issues of U.S. governmental agencies; general obligations rated "A" or better; revenue obligations rated "AA" or better; irrevocable standard letters of credit issued by the Federal Home Loan Bank and certificates of deposit. Minnesota Statutes require that securities pledged as collateral be held in safekeeping in a restricted account at the Federal Reserve bank or in an account at a trust department of a commercial bank or other financial institution that is not owned or controlled by the financial institution furnishing the collateral. The City does not have any deposit policies that would further limit deposit choices.

Custodial credit risk is the risk that in the event of bank failure, the City's deposits may be returned to the City. The City's deposit policy for custodial credit risk requires compliance with the provisions of state law. In compliance with this policy, the City maintains deposits at depository banks authorized by the City's Council.

At December 31, 2011, the City's deposits, including certificates of deposit, were not exposed to custodial credit risk. The City's deposits were sufficiently covered by federal depository insurance or by collateral held by the government's agent in the government's name at one bank.

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 3 DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS (Continued)

3.A. CASH, CASH EQUIVALENTS, AND INVESTMENTS (Continued)

Deposits (Continued)

As of December 31, 2011, the City had the following deposits:

Cash in Checking	\$	1,222,302
Certificates of Deposit		<u>4,152,008</u>
 Total Deposits	 \$	 <u>5,374,310</u>

Investments

The City may also invest idle funds as authorized by Minnesota Statutes as follows: direct obligations guaranteed by the United States or its agencies; shares of investment companies registered under the Federal Investment Company Act of 1940 that received the highest credit rating, are rated in one of the two highest rating categories by a statistical rating agency, and all of the investments have a final maturity of 13 months or less; general obligations rated "A" or better; revenue obligations rated "AA" or better; general obligations of the Minnesota Housing Finance Agency rated "A" or better; bankers' acceptances of United States banks eligible for purchase by the Federal Reserve System; commercial paper issued by United States corporations or their Canadian subsidiaries, rated of the highest quality category by at least two nationally recognized rating agencies, and maturing in 270 days or less; Guaranteed Investment Contracts guaranteed by a United States commercial bank, domestic branch of a foreign bank, or a United States insurance company, and with a credit quality in one of the top two highest categories; repurchase or reverse purchase agreements and securities lending agreements with financial institutions qualified as a "depository" by the government entity, with banks that are members of the Federal Reserve System with capitalization exceeding \$10,000,000, a primary reporting dealer in U.S. government securities to the Federal Reserve Bank of New York, or certain Minnesota securities broker-dealers. The City does not have any investment policies that would further limit investment choices.

Investment balances at December 31, 2011 are as follows:

Deposit/Investment	Interest Rate	Maturity	Fair Value	Credit Rating	Percent of Total
Money Market Funds	0.00-0.14	N/A	\$ 2,146,975	N/A	25.71
US Government Bonds and Securities	1.50-2.00	1-5 years	383,681	N/A	4.59
US Government Bonds and Securities	1.50-3.00	6-10 years	3,119,546	AA+	37.35
Municipal Bonds	2.06-4.15	1-5 years	1,371,358	A+ AA- AA AAA	16.42
Municipal Bonds	3.35-4.75	6-10 years	<u>1,330,192</u>	AA- AA AAA	<u>15.93</u>
Totals			<u>\$ 8,351,752</u>		<u>100.00</u>

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 3 DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS (Continued)

3.A. CASH, CASH EQUIVALENTS, AND INVESTMENTS (Continued)

Investments (Continued)

The Minnesota Municipal Money Market Fund is a customized cash management and investment program for Minnesota public funds sponsored by the League of Minnesota Cities. This external investment is not registered with the Securities Exchange Commission (SEC) that follows the same regulatory rules of the SEC under rule 2a7. The fair value of the position in the pool is the same as the value of the pool shares.

As a means of limiting its exposure to fair value losses arising from rising interest rates, the City's investment policy is to diversify its investments among securities with various maturities.

Credit risk on the City's investments is presented in the table above. The Money Market and Certificates of Deposit are unrated due to those types of investments not being subject to credit risk.

Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of an investment and is disclosed above by presenting maturity information.

Concentration risk is the risk associated with investing a significant portion of the City's investments (considered 5 percent or more) in the securities of a single issuer, excluding U.S. guaranteed investments (such as treasuries), investment pools, and mutual funds. The City's investment policies do not address concentration risk. At December 31, 2011, the concentrations of investments are provided above.

For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the City will not be able to recover the value of its investment securities that are in the possession of an outside party. The City's exposure to custodial credit risk at December 31, 2011 has been disclosed below.

The City invests in securities with contractual cash flows, such as asset backed securities, collateralized mortgage obligations and commercial mortgage backed securities, including securities backed by subprime mortgage loans. The value, liquidity, and related income of these securities are sensitive to changes in economic conditions, including real estate value, delinquencies or defaults, or both, and may be adversely affected by shifts in the market's perception of the issuers and changes in interest rates.

Deposits and Investments

The following is a summary of total deposits and investments:

Deposits	\$ 5,374,310
Investments (see Investments section)	<u>8,351,752</u>
 Total Cash, Cash Equivalents, and Investments	 <u>\$ 13,726,062</u>

Cash, cash equivalents, and investments are included on the basic financial statements as follows:

Cash, Cash Equivalents, and Investments - Statement of Net Assets	\$ 13,710,784
Cash, Cash Equivalents, and Investments - Statement of Fiduciary Net Assets	<u>15,278</u>
 Total Cash, Cash Equivalents, and Investments	 <u>\$ 13,726,062</u>

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 3 DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS (Continued)

3.B. CAPITAL ASSETS

Capital asset activity for the year ended December 31, 2011 is as follows:

	Balance at Jan. 01, 2011	Additions	Disposals	Balance at Dec. 31, 2011
Governmental Activities:				
Capital Assets not Being Depreciated				
Land	\$ 6,194,442	\$ -	\$ -	\$ 6,194,442
Construction In Progress	678,250	-	678,250	-
Total Capital Assets not Being Depreciated	6,872,692	-	678,250	6,194,442
Capital Assets Being Depreciated				
Buildings	4,577,240	-	-	4,577,240
Improvements	15,123	824,566	-	839,689
Machinery and Equipment	4,227,438	62,161	-	4,289,599
Infrastructure	3,198,371	-	-	3,198,371
Library	273,041	-	-	273,041
Total Capital Assets Being Depreciated	12,291,213	886,727	-	13,177,940
Less: Accumulated Depreciation				
Buildings	1,761,689	96,025	-	1,857,714
Improvements	588	4,557	-	5,145
Machinery and Equipment	2,213,086	195,582	-	2,408,668
Infrastructure	256,572	110,734	-	367,306
Library	235,870	10,976	-	246,846
Total Accumulated Depreciation	4,467,805	417,874	-	4,885,679
Total Capital Assets Being Depreciated, Net	7,823,408	468,853	-	8,292,261
Capital Assets, Net	\$ 14,696,100	\$ 468,853	\$ 678,250	\$ 14,486,703

CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE 3 DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS (Continued)

3.B. CAPITAL ASSETS (Continued)

	Balance at Jan. 01, 2011	Additions	Disposals	Balance at Dec. 31, 2011
Business-Type Activities:				
Capital Assets not Being Depreciated				
Construction In Progress	\$ 16,022	\$ -	\$ 16,022	\$ -
Capital Assets Being Depreciated				
Water Mains and Lines	5,828,030	-	-	5,828,030
Sewer Mains and Lines	2,435,944	220,855	-	2,656,799
Structures	51,548	-	-	51,548
Machinery and Equipment	275,865	-	-	275,865
Total Capital Assets Being Depreciated	8,591,387	220,855	-	8,812,242
Less: Accumulated Depreciation				
Water Mains and Lines	757,216	118,599	-	875,815
Sewer Mains and Lines	503,674	51,294	-	554,968
Structures	49,219	311	-	49,530
Machinery and Equipment	231,062	4,226	-	235,288
Total Accumulated Depreciation	1,541,171	174,430	-	1,715,601
Total Capital Assets Being Depreciated, Net	7,050,216	46,425	-	7,096,641
Business-Type Activities	<u>\$ 7,066,238</u>	<u>\$ 46,425</u>	<u>\$ 16,022</u>	<u>\$ 7,096,641</u>

Depreciation is charged to governmental activities as follows:

General Government	\$ 51,032
Public Safety	131,912
Public Works	132,772
Culture and Recreation	102,158
Total Depreciation Expense	<u>\$ 417,874</u>

3.C. LONG-TERM DEBT

The reporting entity's long-term debt is segregated between the amounts to be repaid from governmental activities and amounts to be repaid from business-type activities (none).

As of December 31, 2011, the long-term debt of the financial reporting entity consists of the following:

2001 General Obligation Tax Increment Refunding Bonds. Original principal of \$1,535,000 due in annual installments of \$125,000 to \$150,000 through December 2016. Interest at 4.10% to 4.60%.	\$ 690,000
Less: Current Portion	<u>125,000</u>
Noncurrent Portion	<u>\$ 565,000</u>

CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE 3 DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS (Continued)

3.C. LONG-TERM DEBT (Continued)

All bonds are direct obligations of the City and pledge the full faith and credit of the City.

Changes in Long-Term Debt

The following is a summary of changes in long-term debt for the year ended December 31, 2011:

Type of Debt	Balance Jan. 1, 2011	Additions	Deductions	Balance Dec. 31, 2011	Amounts Due Within One Year
Governmental Activities:					
General Obligation Bonds					
Tax Increment Refunding Bonds of 2001	\$ 795,000	\$ -	\$ (105,000)	\$ 690,000	\$ 125,000

Governmental Activity debt is typically funded through Debt Service Funds.

Annual Debt Service Requirements

At December 31, 2011, the estimated annual debt service requirements to maturity, including principal and interest, are as follows for the City's governmental activities:

Years Ending December 31,	Governmental Activities		
	Principal	Interest	Total
2012	\$ 125,000	\$ 30,165	\$ 155,165
2013	125,000	25,040	150,040
2014	150,000	19,790	169,790
2015	150,000	13,340	163,340
2016	140,000	6,440	146,440
Totals	\$ 690,000	\$ 94,775	\$ 784,775

Interest expense totals \$34,057 in the Statement of Activities (included in Debt Service line). Interest expense totals \$34,401 for the Statement of Revenues, Expenditures and Changes in Fund Balances -- Governmental Funds (included in the line Interest and Other Charges).

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 3 DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS (Continued)

3.D. INTERFUND TRANSACTIONS AND BALANCES

Operating transfers consist of the following for the year ended December 31, 2011:

	<u>Transfers In</u>	<u>Transfers Out</u>
General Fund:		
Capital Project Funds	\$ 1,495	\$ -
Special Revenue Funds	-	31,763
Proprietary Funds	122,000	-
Special Revenue Funds:		
General Fund	31,763	-
Proprietary Funds	-	131,593
Capital Project Funds:		
General Fund	-	1,495
Proprietary Funds:		
General Fund	-	122,000
Special Revenue Funds	131,593	-
Total Transfers	\$ 286,851	\$ 286,851

Transfers are used to (a) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget require to expend them and to (b) use unrestricted revenues collected in the general fund to finance various programs accounted for in other funds in accordance with budgetary authorizations.

The interfund balances are as follows:

<u>Due From Fund</u>	<u>Due To Fund</u>	<u>Amount</u>
General	Developer Reimbursed Projects	\$ 1,678
Tax Stabilization	Park Improvement	679,025
Totals		\$ 680,703

The General Fund monies owed to the Developer Reimbursed Projects Fund will be repaid as cash flows become available. The Park Improvement Fund monies owed to the Tax Stabilization Fund will be repaid as future park dedication fees are collected.

3.E. FUND EQUITY

At December 31, 2011, governmental fund equity consists of the following:

General Fund	
Nonspendable - Prepaids	\$ 17,933
Committed for Equipment Replacement	120,000
Committed for Buildings Maintenance	2,000
Unassigned	7,790,099
Total General Fund Balance	\$ 7,930,032
Park Improvement Fund	
Unassigned	\$ (620,539)

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 3 DETAIL NOTES ON TRANSACTION CLASSES/ACCOUNTS (Continued)

3.E. FUND EQUITY (Continued)

Library Fund	
Nonspendable - Prepaids	\$ 2,097
Restricted for Library	239,787
Committed for Buildings Maintenance	31,763
Assigned for Library	<u>29,520</u>
Total Library Fund Balance	<u>\$ 303,167</u>
Other Governmental Funds	
Restricted for Debt Service	\$ 372,692
Restricted for Permanent Fund	621,276
Restricted for TIF District 1	280,865
Restricted for TIF District 2-1	14,652
Restricted for Developer Reimbursed Projects	75,729
Restricted for Water and Sewer Improvement	763,589
Assigned for Water and Sewer Improvement	181,818
Assigned for Drug Forfeiture	10,007
Assigned for Tax Stabilization	1,024,844
Assigned for K-9 Unit	<u>1,012</u>
Total Other Governmental Funds Balance	<u>\$ 3,346,484</u>

NOTE 4 OTHER NOTES

4.A. EMPLOYEE DEFINED BENEFIT PENSION PLANS - STATEWIDE

Plan Description

All full-time and certain part-time employees of the City of Bayport, Minnesota are covered by defined benefit plans administered by the Public Employees Retirement Association of Minnesota (PERA). PERA administers the General Employees Retirement Fund (GERF), the Public Employees Police and Fire Fund (PEPFF), and the Local Government Correctional Service Retirement Fund, called the Public Employees Correctional Fund (PECF), which are cost-sharing, multiple-employer retirement plans. These plans are established and administered in accordance with *Minnesota Statutes*, Chapters 353 and 356.

GERF members belong to either the Coordinated Plan or the Basic Plan. Coordinated Plan members are covered by Social Security and Basic Plan members are not. All new members must participate in the Coordinated Plan. All police officers, fire-fighters and peace officers who qualify for membership by statute are covered by the PEPFF. Members who are employed in a county correctional institution as a correctional guard or officer, a joint jailer/dispatcher, or as a supervisor of correctional guards or officers or joint jailers/dispatchers and are directly responsible for the direct security, custody, and control of the county correctional institution and its inmates are covered by the PECF.

PERA provides retirement benefits as well as disability benefits to members, and benefits to survivors upon death of eligible members. Benefits are established by State Statute, and vest after three years of credited service. The defined retirement benefits are based on a member's highest average salary for any five successive years of allowable service, age, and years of credit at termination of service.

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 4 OTHER NOTES (Continued)

4.A. EMPLOYEE DEFINED BENEFIT PENSION PLANS - STATEWIDE (Continued)

Plan Description (Continued)

Two methods are used to compute benefits for PERA's Coordinated and Basic Plan members. The retiring member receives the higher of a step-rate benefit accrual formula (Method 1) or a level accrual formula (Method 2). Under Method 1, the annuity accrual rate for a Basic Plan member is 2.2 percent of average salary for each of the first 10 years of service and 2.7 percent for each remaining year. The annuity accrual rate for a Coordinated Plan member is 1.2 percent of average salary for each of the first 10 years and 1.7 percent for each remaining year. Under Method 2, the annuity accrual rate is 2.7 percent of average salary for Basic Plan members and 1.7 percent for Coordinated Plan members for each year of service. For PEPFF members, the annuity accrual rate is 3.0 percent for each year of service. The annuity accrual rate is 1.9 percent for each year of service for PECF members. For all PEPFF members, PECF members, and GERF members hired prior to July 1, 1989 whose annuity is calculated using Method 1, a full annuity is available when age plus years of service equal 90. Normal retirement age is 55 for PEPFF and PECF members and 65 for Basic and Coordinated members hired prior to July 1, 1989. Normal retirement age is the age for unreduced Social Security benefits capped at 66 for Coordinated members hired on or after July 1, 1989. A reduced retirement annuity is also available to eligible members seeking early retirement.

There are different types of annuities available to members upon retirement. A single-life annuity is a lifetime annuity that ceases upon the death of the retiree-no survivor annuity is payable. There are also various types of joint and survivor annuity options available which will be payable over joint lives. Members may also leave their contributions in the fund upon termination of public service in order to qualify for a deferred annuity at retirement age. Refunds of contributions are available at any time to members who leave public service, but before retirement benefits begin.

The benefit provisions stated in the previous paragraphs of this section are current provisions and apply to active plan participants. Vested, terminated employees who are entitled to benefits but are not receiving them yet are bound by the provisions in effect at the time they last terminated their public service.

PERA issues a publicly available financial report that includes financial statements and required supplementary information for GERF, PEPFF, and PECF. That report may be obtained on the internet at www.mnpera.org, by writing to PERA at 60 Empire Drive #200, St. Paul, Minnesota, 55103-2088 or by calling (651) 296-7460 or 1-800-652-9026.

Funding Policy

Minnesota Statutes Chapter 353 sets the rates for employer and employee contributions. These statutes are established and amended by the state legislature. The City makes annual contributions to the pension plans equal to the amount required by state statutes. GERF Basic Plan members and Coordinated Plan members were required to contribute 9.1% and 6.25%, respectively, of their annual covered salary in 2011. PEPFF members were required to contribute 9.6% of their annual covered salary in 2011. PECF members are required to contribute 5.83% of their annual covered salary. In 2011, the City was required to contribute the following percentages of annual covered payroll: 11.78% for Basic Plan GERF members, 7.25% for Coordinated Plan GERF members, 14.4% for PEPFF members, and 8.75% for PECF members. The City's contributions to the General Employees Retirement Fund for the years ending December 31, 2011, 2010, and 2009 were \$42,383, \$37,383, and \$39,074, respectively. The City's contributions to the Public Employees Police & Fire Fund for the year ended December 31, 2011, 2010, and 2009 were \$59,860, \$51,392, and \$49,270, respectively. The City's contributions are equal to the contractually required contributions for each year as set by state statute.

CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011

NOTE 4 OTHER NOTES (Continued)

4.B. RISK MANAGEMENT

The City is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. To manage these risks, the City purchases commercial insurance. The City retains risk for the deductible portions of the insurance. The amounts of these deductibles are considered immaterial to the financial statements. There were no significant reductions in insurance from the previous year settlements in excess of insurance for any of the past two years.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities, if any, include an amount for claims that have been incurred but not reported. The City's management is not aware of any incurred but no reported claims.

4.C. RELATED PARTY TRANSACTIONS

During 2011, the City used River City Services to provide grading services as well as the equipment needed to complete related work. River City Services is owned by an employee of the City. During the year, \$1,810 was paid to River City Services for the work performed.

The City has a joint powers agreement to extend municipal water mains, laterals, storage facilities and related water services to Baytown, Minnesota. Total receipts from Baytown during the year were \$103,178; \$73,446 relates to prior year receivables and \$29,732 were for fire services.

4.D. COMMITMENTS

Pay-as-You-Go-Debt

The City issues Pay-as-You-Go Revenue Notes to finance various tax increment projects. Such projects are financed with loans from participating banks. The notes through these participating banks are not general obligations of the City as they are payable only to the extent of future tax increments received. As such, these obligations do not appear on the City's financial statements. At December 31, 2011, outstanding Pay-As-You-Go debt approximates \$973,000 including accrued interest. Amounts carry interest rates of 6.50% and are due over various payment terms. All payments are contingent upon collection of tax increment and are not due if such collections are not made by the City.

Contracts

Legal Services Contract

The City has contracted with Eckberg, Lammers, Briggs, Wolff & Vierling, PLLP to provide legal services through 2014 at an annual rate of \$28,347 for criminal prosecution services and varying rates ranging from \$120-\$200 for civil legal services.

Union Contracts

The City has entered into union contracts for Law Enforcement and Public Works employees through 2012. These contracts define the terms of benefits and pay for law enforcement and public works employees.

**CITY OF BAYPORT
NOTES TO THE BASIC FINANCIAL STATEMENTS
DECEMBER 31, 2011**

NOTE 4 OTHER NOTES (Continued)

4.E. CONDUIT DEBT OBLIGATIONS

From time to time, the City has issued Qualified Tax Exempt Obligations to provide financial assistance to private-sector entities for the acquisition and construction of rental housing deemed to be in public interest. The notes are secured by the property financed and are payable solely from payments received on the underlying mortgage loans. Upon repayment of the notes, ownership of the acquired facilities transfers to the private-sector entity served by the note issuance. Neither the City, the State, nor any political subdivision thereof is obligated in any manner for repayment of the note. Accordingly, the note is not reported as a liability in the accompanying financial statements. As of December 31, 2011, the conduit debt issued outstanding principal payable is \$7,929,897 for the Senior Housing Revenue Note, Series 2003.

4.F. CONCENTRATION

For the year ended December 31, 2011, significant sources of water and sewer revenues for the City are as follows:

Customer	Water Fund		Sewer Fund	
	Percent of Revenues	Receivable Balance	Percent of Revenues	Receivable Balance
Local Business	55.34%	\$ 40,309	19.08%	\$ 2,149
State of Minnesota Correctional Facility	0.00%	\$ -	34.41%	\$ 19,537

4.G. TAX INCREMENT DISTRICTS

The City is the administering authority for the following tax increment financing districts:

Name of District:	Redevelopment District #1
Type of District:	Redevelopment
Authorizing Law:	MN Statutes Sections 469.174
Year Established:	1990
Duration of District:	25 Years

Original Base Net Tax Capacity:	<u>\$ 28,946</u>
Current Net Tax Capacity:	<u>\$ 142,241</u>
Captured Net Tax Capacity:	
Retained by City	<u>\$ 113,296</u>
Shared with Other Taxing Districts	<u>\$ -</u>

Name of District:	Redevelopment District #2-1
Type of District:	Redevelopment
Authorizing Law:	MN Statutes Sections 469.174
Year Established:	2003
Duration of District:	29 Years

Original Base Net Tax Capacity:	<u>\$ 76,117</u>
Current Net Tax Capacity:	<u>\$ 116,597</u>
Captured Net Tax Capacity:	
Retained by City	<u>\$ 40,480</u>
Shared with Other Taxing Districts	<u>\$ -</u>

REQUIRED SUPPLEMENTARY INFORMATION

Required supplementary information includes financial information and disclosures that are required by the GASB but are not considered a part of the basic financial statements. Such information includes:

- Budgetary Comparison Schedules
 - General Fund
 - Library Fund
 - Park Improvements Fund

**CITY OF BAYPORT, MINNESOTA
BUDGETARY COMPARISON SCHEDULE-GENERAL FUND
FOR THE YEAR ENDED DECEMBER 31, 2011**

	Budget Amounts- Original and Final	Actual Amounts Budgetary Basis	Variance with Final Budget Over (Under)
RESOURCES (INFLOWS):			
Taxes	\$ 960,000	\$ 955,429	\$ (4,571)
Licenses, Permits & Fees	73,975	123,460	49,485
Intergovernmental	549,708	470,401	(79,307)
Charges for Services	286,882	312,203	25,321
Fines	20,000	39,353	19,353
Investment Income	115,000	243,680	128,680
Miscellaneous	49,000	109,416	60,416
Transfers In	-	123,495	123,495
AMOUNTS AVAILABLE	2,054,565	2,377,437	322,872
CHARGES TO APPROPRIATIONS (OUTFLOWS):			
General Government:			
Administration	136,247	130,383	(5,864)
Mayor and Council	143,476	120,765	(22,711)
Boards and Commissions	205,073	213,446	8,373
Elections	470	470	-
General Government	41,110	56,976	15,866
Public Safety:			
Police	649,392	666,132	16,740
Fire	280,137	291,848	11,711
Public Works	211,767	199,439	(12,328)
Parks and Recreation	63,373	51,108	(12,265)
Capital Outlay	3,000	166,323	163,323
Contingency	50,000	-	(50,000)
Transfers Out	270,520	31,763	(238,757)
TOTAL CHARGES	2,054,565	1,928,653	(125,912)
ENDING BUDGETARY FUND BALANCE	\$ -	\$ 448,784	\$ 448,784

**CITY OF BAYPORT, MINNESOTA
BUDGETARY COMPARISON SCHEDULE-LIBRARY FUND
FOR THE YEAR ENDED DECEMBER 31, 2011**

	Budget Amounts- Original and Final	Actual Amounts Budgetary Basis	Variance with Final Budget Over (Under)
RESOURCES (INFLOWS):			
Taxes	\$ 153,798	\$ 153,798	\$ -
Charges for Services	1,000	5,802	4,802
Investment Income	9,000	10,200	1,200
Miscellaneous	133,450	114,171	(19,279)
Transfers In	-	31,763	31,763
AMOUNTS AVAILABLE	<u>297,248</u>	<u>315,734</u>	<u>18,486</u>
CHARGES TO APPROPRIATIONS (OUTFLOWS):			
Salaries and Benefits	189,614	211,357	21,743
Contract Services	23,025	20,400	(2,625)
Administrative Services	5,938	-	(5,938)
Material and Supplies	24,580	22,180	(2,400)
Telephone	3,000	3,068	68
Insurance	11,024	7,305	(3,719)
Utilities	20,495	15,942	(4,553)
Repairs and Maintenance	11,587	7,447	(4,140)
Shared Automation	6,800	751	(6,049)
Capital Outlay	-	34,653	34,653
Miscellaneous	1,185	1,136	(49)
TOTAL CHARGES	<u>297,248</u>	<u>324,239</u>	<u>26,991</u>
ENDING BUDGETARY FUND BALANCE	<u>\$ -</u>	<u>\$ (8,505)</u>	<u>\$ (8,505)</u>

**CITY OF BAYPORT, MINNESOTA
 BUDGETARY COMPARISON SCHEDULE-PARK IMPROVEMENTS
 FOR THE YEAR ENDED DECEMBER 31, 2011**

	Budget Amounts- Original and Final	Actual Amounts Budgetary Basis	Variance with Final Budget Over (Under)
RESOURCES (INFLOWS):			
Charges for Services	\$ 5,000	\$ 13,000	8,000
Investment Income	-	1,757	1,757
AMOUNTS AVAILABLE	<u>5,000</u>	<u>14,757</u>	<u>9,757</u>
CHARGES TO APPROPRIATIONS (OUTFLOWS):			
Capital Outlay	-	7,501	7,501
ENDING BUDGETARY FUND BALANCE	<u>\$ 5,000</u>	<u>\$ 7,256</u>	<u>\$ 2,256</u>

OTHER SUPPLEMENTARY INFORMATION

Other supplementary information includes financial statements and schedules not required by GASB, nor a part of the basic financial statements, but are presented for purposes of additional analysis.

Such statements and schedules include:

- Combining Statements - Nonmajor Governmental Funds – Special Revenue Funds
- Combining Statements – Nonmajor Governmental Funds – Capital Project Funds
- Schedules of Revenues and Expenses – Proprietary Funds
- Schedule of Capital Outlay

**CITY OF BAYPORT, MINNESOTA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS - SPECIAL REVENUE FUNDS
DECEMBER 31, 2011**

	<u>Drug Forfeiture Fund</u>	<u>Tax Stabilization Fund</u>	<u>K-9 Unit Fund</u>	<u>Water and Sewer Improvement Fund</u>	<u>Total Nonmajor Special Revenue Funds</u>
ASSETS					
Cash, Cash Equivalents, and Investments	\$ 10,007	\$ 345,819	\$ 1,012	\$ 907,488	\$ 1,264,326
Assessments Receivable	-	-	-	44,366	44,366
Accounts Receivable	-	-	-	12,832	12,832
Due from Other Fund	-	679,025	-	-	679,025
TOTAL ASSETS	<u>\$ 10,007</u>	<u>\$ 1,024,844</u>	<u>\$ 1,012</u>	<u>\$ 964,686</u>	<u>\$ 2,000,549</u>
LIABILITIES					
Accounts Payable	\$ -	\$ -	\$ -	\$ 7,005	\$ 7,005
Deferred Revenue	-	-	-	12,274	12,274
Total Liabilities	-	-	-	19,279	19,279
FUND BALANCES					
Restricted	-	-	-	763,589	763,589
Assigned	10,007	1,024,844	1,012	181,818	1,217,681
Total Fund Balance	<u>10,007</u>	<u>1,024,844</u>	<u>1,012</u>	<u>945,407</u>	<u>1,981,270</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 10,007</u>	<u>\$ 1,024,844</u>	<u>\$ 1,012</u>	<u>\$ 964,686</u>	<u>\$ 2,000,549</u>

CITY OF BAYPORT, MINNESOTA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS - SPECIAL REVENUE FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011

	Drug Forfeiture Fund	Tax Stabilization Fund	K-9 Unit Fund	Water and Sewer Improvement Fund	Total Nonmajor Special Revenue Funds
REVENUES					
Taxes	\$ -	\$ -	\$ -	\$ 39,382	\$ 39,382
Charges for Services	-	-	-	71,044	71,044
Fines	2,554	-	-	-	2,554
Investment Income	386	10,800	43	30,685	41,914
Miscellaneous	-	-	194	-	194
TOTAL REVENUES	<u>2,940</u>	<u>10,800</u>	<u>237</u>	<u>141,111</u>	<u>155,088</u>
EXPENDITURES					
Public Safety:					
Police	4,969	-	627	-	5,596
Public Works	-	-	-	51,336	51,336
TOTAL EXPENDITURES	<u>4,969</u>	<u>-</u>	<u>627</u>	<u>51,336</u>	<u>56,932</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(2,029)	10,800	(390)	89,775	98,156
OTHER FINANCING USES					
Operating Transfers Out	-	-	-	(131,593)	(131,593)
NET CHANGE IN FUND BALANCES	(2,029)	10,800	(390)	(41,818)	(33,437)
FUND BALANCES - BEGINNING	<u>12,036</u>	<u>1,014,044</u>	<u>1,402</u>	<u>987,225</u>	<u>2,014,707</u>
FUND BALANCES - ENDING	<u>\$ 10,007</u>	<u>\$ 1,024,844</u>	<u>\$ 1,012</u>	<u>\$ 945,407</u>	<u>\$ 1,981,270</u>

**CITY OF BAYPORT, MINNESOTA
 COMBINING BALANCE SHEET
 NONMAJOR GOVERNMENTAL FUNDS - CAPITAL PROJECT FUNDS
 DECEMBER 31, 2011**

	<u>TIF District I Fund</u>	<u>TIF District 2-1 Fund</u>	<u>Perro Creek Outlet Fund</u>	<u>Developer Reimbursed Projects Fund</u>	<u>Total Nonmajor Capital Project Funds</u>
ASSETS					
Cash, Cash Equivalents, and Investments	\$ 280,865	\$ 32,243	\$ -	\$ 77,407	\$ 390,515
LIABILITIES					
Accounts Payable Due to Other Funds	\$ -	\$ 17,591	\$ -	\$ 1,678	\$ 17,591
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,678</u>	<u>1,678</u>
Total Liabilities	-	17,591	-	1,678	19,269
FUND BALANCES					
Restricted	<u>280,865</u>	<u>14,652</u>	<u>-</u>	<u>75,729</u>	<u>371,246</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 280,865</u>	<u>\$ 32,243</u>	<u>\$ -</u>	<u>\$ 77,407</u>	<u>\$ 390,515</u>

CITY OF BAYPORT, MINNESOTA
COMBINING STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
NONMAJOR GOVERNMENTAL FUNDS - CAPITAL PROJECT FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2011

	TIF District 1 Fund	TIF District 2-1 Fund	Perro Creek Outlet Fund	Developer Reimbursed Project Fund	Total Nonmajor Capital Project Funds
REVENUES					
Taxes	\$ -	\$ -	\$ -	\$ 31,962	\$ 31,962
Tax Increment	-	35,183	-	-	35,183
Investment Income	8,786	429	-	1,500	10,715
TOTAL REVENUES	<u>8,786</u>	<u>35,612</u>	<u>-</u>	<u>33,462</u>	<u>77,860</u>
EXPENDITURES					
Public Works	480	33,700	-	2,578	36,758
EXCESS OF REVENUES OVER EXPENDITURES	8,306	1,912	-	30,884	41,102
OTHER FINANCING USES					
Operating Transfers Out	-	-	(1,495)	-	(1,495)
NET CHANGE IN FUND BALANCES	8,306	1,912	(1,495)	30,884	39,607
FUND BALANCES - BEGINNING	<u>272,559</u>	<u>12,740</u>	<u>1,495</u>	<u>44,845</u>	<u>331,639</u>
FUND BALANCES - ENDING	<u>\$ 280,865</u>	<u>\$ 14,652</u>	<u>\$ -</u>	<u>\$ 75,729</u>	<u>\$ 371,246</u>

**CITY OF BAYPORT, MINNESOTA
WATER FUND
SCHEDULES OF WATER FUND REVENUES AND EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
CHARGES	\$ 320,610	\$ 253,628
OPERATING EXPENSES		
Personal Services	160,800	151,033
Supplies	30,511	21,553
Insurance	5,614	5,562
Utilities	49,061	42,787
Repairs and Maintenance	56,288	39,149
Other Service and Charges	14,858	20,983
Depreciation	<u>119,477</u>	<u>120,649</u>
TOTAL OPERATING EXPENSES	<u>436,609</u>	<u>401,716</u>
NET OPERATING LOSS	(115,999)	(148,088)
NONOPERATING INCOME (EXPENSE)		
Loss on Disposal of Capital Assets	-	(477)
Connection Fees	32,350	22,300
Intergovernmental	3,253	-
Investment Income	<u>50,699</u>	<u>22,224</u>
TOTAL NONOPERATING INCOME (EXPENSE)	<u>86,302</u>	<u>44,047</u>
CHANGE IN NET ASSETS PRIOR TO TRANSFERS	(29,697)	(104,041)
TRANSFERS		
Operating Transfers In	-	14,347
Operating Transfers Out	<u>(6,000)</u>	<u>(6,475)</u>
NET TRANSFERS	<u>(6,000)</u>	<u>7,872</u>
CHANGE IN NET ASSETS	<u>\$ (35,697)</u>	<u>\$ (96,169)</u>

**CITY OF BAYPORT, MINNESOTA
SEWER FUND
SCHEDULES OF SEWER FUND REVENUES AND EXPENSES
FOR THE YEARS ENDED DECEMBER 31, 2011 AND 2010**

	<u>2011</u>	<u>2010</u>
CHARGES	\$ 580,271	\$ 572,334
OPERATING EXPENSES		
Personal Services	151,277	180,907
Supplies	4,510	4,855
Insurance	2,482	2,114
Repairs and Maintenance	15,196	13,114
Other Service and Charges	2,937	15,927
MCES Charges	394,647	323,699
Depreciation	<u>54,953</u>	<u>51,551</u>
TOTAL OPERATING EXPENSES	<u>626,002</u>	<u>592,167</u>
NET OPERATING LOSS	(45,731)	(19,833)
NONOPERATING INCOME		
Connection Fees	10,450	11,250
Intergovernmental	53,334	-
Investment Income	<u>37,199</u>	<u>17,218</u>
TOTAL NONOPERATING INCOME	<u>100,983</u>	<u>28,468</u>
CHANGE IN NET ASSETS PRIOR TO TRANSFERS	55,252	8,635
TRANSFERS		
Operating Transfers Out	<u>(116,000)</u>	<u>(116,475)</u>
CHANGE IN NET ASSETS	<u>\$ (60,748)</u>	<u>\$ (107,840)</u>

**CITY OF BAYPORT, MINNESOTA
SCHEDULE OF CAPITAL OUTLAY
FOR THE YEAR ENDED DECEMBER 31, 2011**

CAPITAL OUTLAY	
General Government	\$ 29,854
Fire	12,928
Public Works	112,032
Parks and Recreation	11,509
Park Improvements	7,501
Library	<u>34,653</u>
TOTAL CAPITAL OUTLAY	<u>\$ 208,477</u>

OTHER REPORT

**INDEPENDENT AUDITORS' REPORT ON
MINNESOTA LEGAL COMPLIANCE**

May 1, 2012

Honorable Mayor and City Council
City of Bayport
Bayport, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the City of Bayport, Minnesota (the City) as of and for the year ended December 31, 2011, which collectively comprise the City's basic financial statements and have issued our report thereon dated May 1, 2012.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of the *Minnesota Legal Compliance Audit Guide for Political Subdivisions*, promulgated by the State Auditor pursuant to Minnesota Statute Section 6.65. Accordingly, the audit included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

The Minnesota Legal Compliance Audit Guide for Political Subdivisions contains seven main categories of compliance to be tested: deposits and investments, conflicts of interest, public indebtedness, claims and disbursements, contracting and bidding, miscellaneous provisions, and tax increment financing. Our study included all of the listed categories.

The results of our tests indicate that for the items tested, the City complied with the material terms and conditions of applicable legal provisions.

Certain immaterial instances of noncompliance have been reported to management of the City in a separate letter dated May 1, 2012.

This report is intended for the information and use of the City Council and management of the City of Bayport and is not intended to be and should not be used by anyone other than these specified parties.



SCHLENNER WENNER & CO.
St. Cloud, Minnesota

An Independently Owned Member, McGladrey Alliance

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Monticello, MN 55362
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MEMORANDUM

TO: Honorable Mayor and City Council

FROM: Barry Peters

DATE: April 30, 2012

RE: 2012 Seal Coating Improvements
SEH No. BAYPO119943 14.00

Bids will be opened for the 2012 Seal Coat Improvement project on May 2, 2012 at 2:00 p.m. at the Bayport City Hall. Bids for the Lake St. Croix Beach Seal Coat project will also be opened at the same time.

The results of the bids received will be presented to the Council at the May 7, 2012 meeting. At the meeting, provided that the bids are reasonable and references check, we will make a recommendation to the Council for award of the 2012 Seal Coat Improvement project.

bcp

c: Mitch Berg, City Administrator
Sara Taylor, Assistant City Administrator

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CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: May 1, 2012
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Subject: Consider authorization to publish a resolution to revest the city with title to apparent abandoned plots in Hazelwood Cemetery

BACKGROUND

The city was approached by a local family regarding the availability of cemetery plots adjacent to the burial sites of their family members. City records indicate that "L. Burns" purchased 12 plots in Hazelwood Cemetery sometime in the late 1800's, adjacent to the plots of interest. One of the plots was used for a burial in 1879, with no further activity since that time.

The city attorney has determined the city has the right to revest itself with title to the plots since they have not been used for burial purposes for over 60 years. The attached resolution details the process the city must follow to regain title to these apparent abandoned plots.

RECOMMENDATION

Staff recommends the City Council adopt a motion approving a resolution to begin the process of revesting title of certain plots in Hazelwood Cemetery.

RESOLUTION NO. 12-

**EXTRACT OF THE MINUTES OF MEETING OF THE CITY COUNCIL OF THE
CITY OF BAYPORT, WASHINGTON COUNTY, MINNESOTA
HELD MAY 7, 2012**

Pursuant to due call and notice therefore, a regular meeting of the City Council of the City of Bayport, Minnesota was duly held at Bayport City Hall in said municipality on the 7th day of May 2012, at 6:00 p.m.

The following members were present:

The following members were absent:

Councilmember _____ introduced the following resolution and moved its adoption:

**A RESOLUTION REVESTING THE CITY OF BAYPORT WITH TITLE TO
CERTAIN PLOTS IN HAZELWOOD CEMETERY**

WHEREAS, the City of Bayport, Minnesota (the "City") owns and maintains Hazelwood Cemetery (the "Cemetery"); and

WHEREAS, the City has become aware of Cemetery plots that have been sold to individuals and been unused for many years; and

WHEREAS, the City sold the following plots to an individual identified as "L. Burns" (the "Owner") in the late 19th Century: Block 9, Lot 1, Plots 1 through 6, and Block 9, Lot 2, Plots 1 through 6 (collectively, the "Plots"); and

WHEREAS, City records indicate that only Block 9, Lot 2, Plot 1 has been used for burial purposes, beginning in approximately 1879; and

WHEREAS, the City has determined after a due and diligent search of its records for the Cemetery that the Plots have not been used for the purposes of burial for approximately 132 years; and

WHEREAS, the rules and regulations contained in Minnesota Statutes, Chapter 306, as amended (the "Act"), apply to all public cemeteries in the State of Minnesota; and

WHEREAS, pursuant to Section 306.87 of the Act, the City Council, as the governing entity of the Cemetery, takes on the form and authority belonging to a cemetery association incorporated in the State of Minnesota under the Act; and

WHEREAS, Section 306.242 of the Act authorizes a cemetery association incorporated in Minnesota to revest itself with title to part of a cemetery that was conveyed by deed to a person but that has not been used for the purposes of burial for more than 60 years, if certain procedures are followed; and

WHEREAS, the first of said procedures is for the City Council to adopt a resolution requesting that the Owner of the Plots express an interest therein, which resolution is to be personally served upon the Owner in the same manner as personal service of process in a civil action; and

WHEREAS, Section 306.242 of the Act provides that if the Owner cannot be found in the State of Minnesota, the City shall publish the resolution for three successive weeks in a legal newspaper published in Washington County and mail a copy of the resolution within 14 days after publication to the Owner's last known address; and

WHEREAS, if for 60 days after the final publication of this Resolution the Owner or another person with a legal interest in the Plots fails to state a valid interest in the Plots, the Owner's rights will be terminated and the Plots will again belong to the City; and

WHEREAS, after a due and diligent search of the City's records and Washington County public records, City staff has been unable to locate the Owner's descendants, or any other person who may have a valid legal interest in the Plots, including any known addresses for said individuals. Records from the Minnesota Census indicate that an individual named "Luke Burns" lived in Washington County around 1875.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF BAYPORT, MINNESOTA:

1. Intent to Revest Title. The City, through its City Council, hereby states its intent to revest its ownership interests in the Plots. Pursuant to this Resolution, the City hereby requests the Owner's descendants or any other person who may have a valid legal interest in the Plots to express such interest within the timeline set forth in Section 4 hereof.

2. Publication of Resolution. Pursuant to the procedures provided for in Section 306.242 of the Act and in lieu of personal service of this Resolution, the City Administrator or his designee is authorized and directed to publish this Resolution for three successive weeks in the *Stillwater Gazette*, the City's legal newspaper published in Washington County, and the *St. Paul Pioneer Press*, a newspaper of general circulation in the City.

3. Mail. For the reasons stated in this Resolution, the City is unable to mail this Resolution to the Owner's last known address. Publication of this Resolution, as authorized by Section 2 hereof, is considered to be in lieu of mailing this Resolution.

4. Termination of Ownership Rights. Beginning on the day that is at least 60 days after the third publication of this Resolution, as provided by Section 2 hereof, City staff is authorized and directed to reconvey or further possess the Plots if no person with a legal interest therein evidences to the City a valid ownership interest in the Plots. City staff is authorized and directed to take all necessary action to revest the Plots in the name of the City upon the conclusion of the 60-day timeframe.

The motion for adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon roll call being taken thereon, the following vote via voice:

Susan St. Ores –	Connie Carlson –	Dan Goldston –
Michele Hanson –	Mark Ostertag –	

WHEREUPON, said Resolution was declared duly passed and adopted and signed by the Mayor and attested by the City Administrator. Passed by the City Council, City of Bayport, Washington County, Minnesota this 7th day of May 2012.

ATTEST:

Mitch Berg, City Administrator

Susan St. Ores, Mayor



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: April 25, 2012

To: Mayor and City Council

From: Mitchell Berg, City Administrator

Subject: Consider completing a Source Water Study for the city's water supply system with funding from a Source Water Protection Competitive Grant from the Minnesota Department of Health

BACKGROUND

Although the trichloroethylene (TCE) results being monitored by the Minnesota Department of Health are still far below the federal maximum levels, and the water that has gone through the city's treatment plant is showing no detectable traces of TCE contaminants, the city has observed a recent increase in TCE levels in both well #3 and #4. As a result, I have been working with our city engineer to develop a study to help determine if and when the TCE concentrations at wells #3 and #4 will exceed the maximum contaminant levels and what course of action would be appropriate to protect the public and the city's water supply system.

The proposed cost of the water study is \$18,730.00. To assist with funding the study, the city applied for a Minnesota Department of Health Source Water Protection Competitive Grant. On April 17, 2012, the city was notified that we were awarded a matching grant in the amount of \$9,115.00 to conduct the study. The grant will also help fund a public education component to educate the public on the results of the study.

RECOMMENDATION

Staff recommends the City Council adopt a motion to:

1. Authorize the city engineer to prepare a Source Water Study for an amount not to exceed \$18,730.00
2. Authorize the Mayor and City Administrator to enter into a Source Water Protection Competitive Grant Agreement with the Minnesota Department of Health
3. Authorize the city to expend the remaining cost of the study of \$9,615.00 from the 601 Water Fund



CITY OF BAYPORT
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PHONE 651-275-4404 FAX 651-275-4411

Date: April 25, 2012
To: Mayor and City Council
From: Mitchell Berg, City Administrator
Subject: Consider a request to distribute the city's Consumer Confidence Drinking Water Report by mail to city water customers

BACKGROUND

The city is required to either publish the city's annual drinking water Consumer Confidence Report (CCR) report from the Minnesota Department of Health in the city's official newspaper or distribute a copy to all city water customers. In 2004 through 2008, the city included the annual report in the city's newsletter. However, in 2009, the city determined it was more timely and cost effective to publish the report in the city's official newspaper and therefore we have proceeded with this option for the past 4 years. It should be noted that the city also posts the annual report on the city's website. This year, the 2011 CCR was published in the newspaper in April, meeting the publication requirements.

Attached, please find a request submitted by Mayor Susan St. Ores to fund a special mailing of the 2011 CCR to all city water customers "to insure complete transparency with the citizens of Bayport." Staff estimates it will cost approximately \$500.00 to develop a letter that describes the report to residents, as well as print and mail the report. This would be an unbudgeted expenditure from the city's 601 Water Fund. As an alternative to a separate mailing, the city could include the report in an upcoming edition of the city's newsletter, which would cost approximately \$225.00.

RECOMMENDATION

Staff recommends the City Council consider the request and adopt a motion directing staff on how to proceed on this matter.



CITY OF BAYPORT

294 NORTH 3RD STREET
BAYPORT, MN 55003

CITY COUNCIL MEETING AGENDA REQUEST FORM

In order to provide adequate time to prepare and assemble agenda information for City Council meetings, this form and any supplemental information to be included in the meeting packet shall be submitted to City Hall by 12:00 p.m. on the third Monday of the month. City Council meetings are typically held at 6:00 p.m. on the first Monday of the month. Please note that many requests may be able to be handled administratively. Therefore, to expedite requests, the city encourages individuals to contact City Hall at 651-275-4404 prior to submitting this form.

Name: Susan St. Ores

Telephone: 651-275-1776

Address: 345 Lake Street S., Bayport, MN 55003

Email: sstores@ci.bayport.mn.us

- Affiliation:
- | | |
|---|--|
| <input type="checkbox"/> Resident | <input type="checkbox"/> Non-profit organization / community group |
| <input type="checkbox"/> General public | <input type="checkbox"/> Corporation / profit organization |
| <input checked="" type="checkbox"/> City official | <input type="checkbox"/> Governmental agency / representative |
- Request:
- | | |
|--|---|
| <input type="checkbox"/> General comment | <input type="checkbox"/> Informational presentation |
| <input type="checkbox"/> Donation / funding | <input checked="" type="checkbox"/> City project |
| <input type="checkbox"/> Concern / complaint | |

Please provide specific details of the request (*continue on reverse, if necessary*):

Request: Adding an agenda item entitled, 'City of Bayport Consumer Confidence Report Communication' under New Business at the May 7, 2012 Bayport City Council Meeting.

To insure complete transparency with the citizens of Bayport, I would like to request the Bayport City Council consider a proposal to fund a special mailing of the City of Bayport Consumer Confidence Report and related materials (definitions, addressable action, next steps, etc.) to all residents and businesses on the Bayport water billing mailing list.

Although the report is posted on the Bayport City website and available via the following link: http://bayport.govoffice.com/index.asp?Type=B_BASIC&SEC={312B0D7E-892D-4533-A3F2-5F2F339C5C9A}, we know that a large percentage of our citizens do not use the web as their primary source of information; therefore, I would recommend that going forward we add this report as an insert to our 1st quarter newsletter. However, since this did not happen in Q1, 2012, I'd like the Council to consider approving funding of an additional mailing to be distributed ASAP.

Please contact me to discuss request: Yes No

I would like to appear at the meeting: Yes No Tentative meeting date: May 7, 2012

Signature: _____

Date: April 17, 2012



CITY OF BAYPORT
294 NORTH THIRD STREET
BAYPORT, MINNESOTA 55003
PHONE 651-275-4404 FAX 651-275-4411

Date: May 1, 2012
To: Mayor and City Council
From: Mitchell Berg, City Administrator
RE: City Administrator's Report

ST. CROIX RIVER CROSSING BRIDGE

There has been a lot of activity surrounding the proposed bridge. Please note that the next public open house will be held 4:30-6:30 p.m. on Tuesday, May 8, 2012 at Stillwater City Hall. Also, with the impending construction of the bridge approaching, this link to the MNDOT website is a great resource for up-to-date information: www.dot.state.mn.us/stcroixcrossing/

CITY WARNING SIREN

On Thursday, April 19, 2012, the city participated in a county-wide outdoor warning siren test. I was notified that the siren in Bayport did not sound. The reason is attributed to work that was recently done to narrowband the siren to comply with a new federal mandate. The city is working to correct the problem and will be conducting another test shortly to verify it is working properly. It should be noted that if inclement weather occurs while the siren is being fixed, it will not sound.

TRANSIENT BOAT DOCK AND BOAT TRAILER PARKING UPDATE

The city has obtained the necessary permits to begin construction of a temporary transient boat dock. The dock has been ordered, but due to issues beyond the control of the city, delivery isn't expected until late July.

The city is still negotiating renewal of a boat trailer parking agreement with Andersen Corporation. While parking of boats is prohibited on city streets, the city does have 10 boat trailer parking spaces and an overflow parking area in Lakeside Park. Residents may pay a daily rate to park their vehicle with boat trailer in these areas or purchase an annual parking permit at City Hall.

WASHINGTON COUNTY ELECTION REDISTRICTING

Washington County has approved its new election redistricting map. Bayport will continue to be represented by District 3, but Lake Elmo will be added to District 3 (currently in District 2), May Township will be added to District 1 (currently in District 3), and the four-year term for District 3 will expire, requiring elections to occur in 2012.

PERRO CREEK CLEANUP

The Middle St. Croix Watershed Management Organization and Washington Conservation District staff held a Perro Creek Cleanup Day on April 10 and 11, 2012 and it was a huge success! In addition to a number of local residents volunteering, the city was able to use the muscle power of the local Boy and Girl Scout troops.

OSHA INSPECTION OF CITY BUILDINGS

This spring, the Minnesota Department of Labor and Industry conducted an occupational safety and health compliance inspection of the city's Fire Department and City Hall. The city received notification on April 23, 2012 that all of the "hazards identified during your consultation have been corrected." I would like to recognize city staff and the volunteer fire department for helping to correct the compliance issues!

CITY REPRESENTATIVE NEEDED FOR CABLE COMMISSION

Nancy Aderman has decided not to renew her term as Bayport's citizen representative on the Central St. Croix Valley Joint Cable Commission. As such, the city is asking residents interested in this position to contact City Hall. The commission meets every other month.



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Date: May 1, 2012
To: Mayor and City Council
From: Mitchell Berg, City Administrator
RE: City Administrator's Report

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